

## **Minutes of a Meeting of the Mawnan NDP Steering Group held on 23 July 2018 in the Bowling Club**

**Present:** Terry Damer (Chair); Dennis McQuillan (Sec); Peter Stokes (Treasurer), Richard Martin, Cllr Jackie Whibley, Cllr Graham Marsden, Jon Holt, Rodney Greenhalgh, Cllr Rex Sadler

**Also present:** Melissa Mercer and 12 members of the public

**1. Apologies:** Carrie Gilmore, Georgena Morris and Mick Hartley

The meeting opened at 7.00 p.m. The Chair gave a welcome to members of the public; he thanked the 26 distributors who had managed to provide a copy to the 866 residences in a very short timeframe.

### **2. Minutes of Last Meeting**

The minutes of the last meeting on 18 June 2018 had been distributed to the SG and via the NDP website. They were also e-mailed out to everyone on the electronic mail list. Some alterations were requested and made; the amended minutes were accepted for signature by the Chair.

### **3. Matters Arising**

Item 4 a to appraise staff at the County Council NDP office of the difficulties faced to obtain funding was continuing,

Action: Chair

### **4. Questionnaire Response**

The deadline for returns had been set at 23 July. Until Friday 20 July, 215 had been logged in and a further 60 had been received today. The information and communication plans were working and had resulted in a 30% response rate to date. This was considered a reasonable outcome in parish electoral terms and compared favourably with other NDP responses. To allow for postage delays and responses placed in the shelter post box, the entry date for those wishing to participate in the prize draw would be extended to 26 July.

*(Administrator Note: As at 20 August 2018 the total responses was 344 bringing the return rate to exactly 40%)*

### **5. Analysis of the Questionnaire**

Simple analysis of the numerical or Yes/No/Don't Know answers was being undertaken by the Chair and would provide early and clear results. However, analysis of the written responses would prove more difficult. After discussion as to how this could be achieved, Jackie Whibley agreed to look into a spreadsheet option to extract written comment. It was considered that 4 weeks should be allowed for the analysis work and a further 4

weeks to convert the data for a public information display. (*Note: this work has now been taken on by the Gilmore family – a database of some 250 responses has been established and is available to Steering Gp members.*)

The public asked whether difference of opinion within a household had been considered in the design of the questionnaire. As this was a relatively simple document, multi person responses were not designed in; the fact that further questionnaires could be obtained was clearly stated on the form and this route was followed by some respondents. It was agreed that the main questionnaire should allow for multi person responses within a residence. Moreover, the next survey should be placed on-line to attract differing responses within a family and from young people.

## **6. Public Exposition of Q Results**

It was agreed that a public display of the results would take place in late September 2018. The Administrator was to research potential locations and dates.

*(Note: After discussion with the Chair, the Bowling Club was considered to be the best location as the Memorial Hall was not available. The event will take place on Friday and Saturday 21<sup>st</sup>/22<sup>nd</sup> September.)*

## **7. Working Group Reports**

a. Media. Melissa reported that there were now some 260 contacts on the mailing list for Newsletters and other emails. The “opening rate” was 55%. Simon Sheldrake asked why he had not received any. The anomaly would be resolved.

b. Leisure and Tourism. No progress beyond refining the database and resolving overlaps with the Business Group. The next step would be to consult with facilities based on results from the survey. The emphasis would be on discovering what an NDP could do for their activity by determining their development plans and employment opportunities.

c. Housing. Jon Holt was awaiting the outcome of the questionnaire to determine the size and shape of future development to meet the needs and opinion of parish residents. A member of the public suggested that there should be a policy on second home ownership. After a discussion on what constituted affordable homes, it was clear that the NDP should identify local housing need in the main survey. Concern was expressed at the burgeoning rate of house building in the Falmouth area and whether the NDP process needed to be expedited to counter such occurrence in the Mawnan Parish. It would be helpful to shorten the timescale for the production of the plan. However, current progress was slow and showed that the average of 3 years per plan was not unreasonable.

d. Design. The Chair had attended a meeting at which the facilitator from CWT was also a member of the St Agnes NDP team. She had stressed the need for a Village Character Statement to be included in our documents. This should form a design guide that would ensure that the scale and appearance sat comfortably with current buildings. He would obtain contact information for the person who helped St Agnes NDP prepare their Village Character Statement.

e. Landscape. Assessments of the landscape types were over 50% complete and our reports had been sent to the LCA mentor at CC for her observations. The group will have a display available for the exposition.

## **8. Strategy – The Way Ahead**

The administrator was to email an NDP template to the SG to ensure that we had a vision and objectives to guide future work. Work in the near term would concentrate on preparations for the Exposition in September.

*(Note: Template sent out)*

## **9. Any Other Business**

The Chair's Notes for the Parish Council Meeting on 19 July 2018 are attached for the record.

## **10. Arrangements for Next Meeting**

As of today, a progress meeting would be held at 5 Chapel Town Close on 20 August to plan for the exposition. Another meeting would be called to check on preparations for the event. A booking at the Bowling Club had been made for 17 September at 7.00 pm.

T Damer

Chair

Mawnan NDP

20 August 2018

## **NDP notes for Parish Council meeting 19 July 2018**

1. 1,200 copies of the questionnaire were finally available to us from Cornwall Council's printers on the afternoon of Monday 25 June, and by the end of the following day 865 copies had been handed over to our team of volunteer distributors.
2. The majority had been delivered to individual households by the end of that week, with a few remaining finally being delivered during the following week.
3. A very small number of residents contacted us to say that they hadn't received a copy, and these were then supplied.
4. The time leading up to the supply of the finished questionnaires was very stressful.
  - a. Initial application for funding had been refused back last December due to us not appreciating the amount of detail required in the application
  - b. When we did submit our revised application after considerable work by our treasurer and members of the team, it was approved but we were told we couldn't commit to any expenditure until a due diligence process had been concluded and the grant money had been deposited in the parish bank account.
  - c. This led to a queue of tasks, none of which could be advanced until the one before it in the queue had been processed; this log jam was broken with the intervention of counsellor Marsden who telephoned Locality, the government appointed funding agency, and extracted from them the assurance that the money was forthcoming and would be in the account by a particular date. With this assurance we were able to jump the gun a little and press ahead with our queue of tasks.

- d. I should add that Cornwall Council had no idea of the hoops we had to jump through to get this funding, and have asked us to let them have a detailed account of the difficulties we faced so they can better brief other emergent NDPs in the future.
5. The deadline for return of the questionnaires is next Monday, 23<sup>rd</sup> July – the day incidentally of our next steering group meeting. As of today we have received some 205 completed questionnaires, representing just under one-quarter of the households in the parish, although we are aware that some households have chosen to send in separate questionnaires for different occupants who may have differing views – something we have encouraged.
6. It is worth mentioning that in future, in the spirit of engagement, all steering group meetings will be advertised and will be open to members of the public – although some will be more interesting to outsiders than others!
7. Your NDP steering group continues to communicate with the local population by a variety of means, notices on the parish notice board, strategically located posters, and most effectively with an irregularly regular newsletter to a growing email list and through Facebook, whilst the parish clerk keeps the NDP website up-to-date.
8. We now face the substantial task of analysing the responses (I can't disclose any trends before the closing date), but I would say that very many of the written comments have been thoughtful and helpful, whilst many contain views and comments of direct interest to the parish council as well as to the NDP.
9. We have booked the Memorial Hall for the weekend of September 22/23 with the intention of making this a public exposition of the results of the survey (the parish council meeting is 2 days earlier at which we expect to let you have a full summary of the results); Cornwall Council will lend us as many display boards as we request, and we hope to have a revolving PowerPoint type presentation of

comments received. This will be a key moment in the NDP process and we want to ensure that every resident is fully aware that it is happening and is encouraged to drop by to see the results and talk to NDP steering group members.

10. In the meantime, the various working groups continue with their studies which will soon be better focused as a result of what we learn from this questionnaire, and will start considering what questions will be asked of the parish when we produce the main, and much more substantial, questionnaire early next year.

11. Finally I would like to place on record my thanks to the design and print department of Cornwall Council for the attractive design and then production of the questionnaire and its accompanying envelopes, our little team of volunteers who distributed the questionnaires, to the steering group members and their teams for their on-going work, and in particular to Dennis McQuillan our administrator who has borne a large burden of work in maintaining all the background records and information necessary to the work of the NDP and for taking on the responsibility of ensuring our compliance with the new GDPR regime.

Terry Damer, steering group chairman, 19 July 2018