

NDP Steering Group Minutes – Monthly meeting 7 th January 2021	ACTION
<p>1. Attendees: Keith West (KW) Michelle Wilkinson (MW) Paul Simmons (PS) Bea Galke (BG) Kerry Mitchell (KM) Dave Matthews (DM) Jackie Frost (JF)</p> <p>2. Apologies: Mark Smith (MS)</p>	
<p>3. Minutes and Matters Arising</p> <p>3.1 The minutes of 3rd December 2020 were read and approved Proposed by KM Seconded by PS, minutes accepted unanimously.</p>	
<p>4. Information and Updates</p> <p>4.1 ONGOING: Aecom National Consultants for Locality had been and we are awaiting report. KW reported he had a meeting Friday 8th January with Simon Hargreaves re: Design Codes and will report back.</p> <p>4.2 ONGOING: Still awaiting information from council :(KW reported re: Site Allocation. KW emailed John Alford Cornwall Council Estate Management, CC do have plans for Sid Knowles yard but nothing they can share at the moment, after conversation no further contact has been forthcoming). Mabe Parish Council wrote to Peter Williams regarding if he could enquire about the land been made available to the Parish.</p> <p>4.3 ONGOING: Untangle can't help us at the moment but maybe post consultation/referendum</p> <p>4.4 ONGOING: Paul Webber draft agreement is ready but no point in engaging him until we need him.</p>	<p>KW</p> <p>KW/MW</p> <p>GB</p> <p>MS</p>
<p>5. Progress</p> <p>5.1 ON GOING: Public engagement: BG Volunteer Cornwall Community development team Member Amy Brooks has left Volunteer Cornwall Carolyn a colleague who specialise with supporting adults is now our contact. BG to liaise with Carolyn over the Child Friendly Questionnaire. MS confirmed he has been in contact with school and will hopefully set up workshop in New Year. JF asked about Children's questionnaire: BG in light of lack of contact from Volunteer Cornwall BG will endeavour to put an online questionnaire together for children to do under home school.</p> <p>5.2 ONGOING: TK offered to get in touch with Penryn College, No news at yet. No news as yet.</p> <p>5.3 ONGOING: Questionnaire: The postcard was delivered by volunteers the week between Christmas and New Year (MW to email volunteers to thank them), the closing date deadline is 22nd February 2021. Went live and we have had 57 filled in! 70 would be 10% of the 734 households within the Parish. BG to provide an email to steering group every two weeks of up-to-date figure of completed questionnaires.</p>	<p>BG/JF</p> <p>TK</p> <p>MW</p> <p>BG</p>

<p>5.4 Paper Copies of Questionnaire: So far there has been two requests for a paper copy. BG is working on the layout of the paper copy</p> <p>5.5 Poster: DM to do poster for the shop and other notice boards and other locations to draw people’s attention to Postcard.</p> <p>5.6 NDP Facebook: JF to put out PDF of Postcard on the NDP FB page, all Steering Group members should share on their social media accounts.</p>	<p>BG</p> <p>DM</p> <p>JF/ALL</p>
<p>6. Forward Look/Next Stage Plan</p> <p>6.1 ONGOING - Focus groups for student’s BG would like the aim to be qualitative not quantitatively. MW advised after Uni/Parish & Town meeting this will have to be done online. MW to pass contacts to BG.</p> <p>6.2 BG offered to start pulling together the draft policies and documents to format so that they form a draft NDP, so we can see where we need to concentrate our efforts. KM and MW expressed concerns over drafting without the results of the public consultation/questionnaire.</p>	<p>BG</p> <p>BG</p>
<p>7. Focus Groups and Reports</p> <p>7.1 PS updated us on the Parish Map, PC has chosen design and given the go ahead to get a thousand printed. PS reported design actually still being resolved.</p> <p>7.2 ONGOING Green Infrastructure Policy: Deadline for draft March.PS has researched other NDP’s and has come up with 5 key themes/headings which all concerns come under. He intends to engage the community via face book over the key areas this will help gain feedback and count towards evidence of community engagement if we can record the responses. PS to liaise with Mabe in Bloom (Tessa Kingsley)and Mabe Climate Action Group (Tessa Kingsley). PS to set up separate online meetings around these themes, these will be open to residents of the Parish. KW reminded that it is not a wish list and needs to be measurable and deliverable within planning policy.</p> <p>7.3 ONGOING- the Climate Policy which has been undertaken by a student and was has been presented as a viva. MS to chase hard copy.</p> <p>7.4 ONGOING: Cath Statham Landscape report is in and is awaiting input from us. DM is to go over this and fill in gaps.</p> <p>7.5 University liaison: KW/DM to arrange meeting with Oliver Lane re intended growth plans for University. MW reported that the University has reported to the PC around the plans for the future before.</p>	<p>PS</p> <p>PS</p> <p>MS</p> <p>DM</p> <p>KW/DM</p>
<p>8. Finance</p> <p>8.1 ONGOING: Parish Clerk confirmed that £1593.49 NDP Parish Council funding is still available this can be rolled over into the next year.</p> <p>8.2 ONGOING: Cost of the Royal Mail database to be confirmed by Parish Clerk</p>	<p>BG</p> <p>BG</p>

<p>8.3 ONGOING:MW to check that the invoice for Cath Stathams report has been sent to Parish Clerk and the invoice from Booths for the postcards.</p> <p>8.4 Locality Grant: MS has been informed that the monies remaining at the close of the financial year would have to be given back and another grant application put in.</p>	<p>MW</p> <p>MS</p>
<p>9. Members Reports (at Chairman's discretion)</p>	
<p>10. AOB/DONM</p> <p>The date of the next meeting is Thursday 4th February 2021, 7pm via ZOOM.</p>	