

## MNDP Steering Group meeting 7th November 2019 . Minutes of meeting'

### Attended.

- Mark Smith, Keith West, Russell Winn, Bea Galke, Michelle Wilkinson, Trish Osephius, Amanda Wills.

1. Apologies of absence, David Mooney.
2. Previous minutes/ matters arising.

- Steering soup require a secretary, to fulfil constitutional requirement / minute taker, to fulfil need. Steering group members to actively pursue potential candidates.
- Chairman gave overview of progress to date to new public attendees and answered questions.

Acceptance of previous minute. Proposed R.Winn, seconded M. Wilkinson. Agreed unanimously

### 3. Constitution. The proposed constitution was read out to members.

- The constitution was accepted in principle and would be presented to the PC for approval on 14th November 2019. Unless advised otherwise via comment from steering group members.
- Steering group were advised that Michelle Wilkinson is the designated Parish Council representative[ Item 5]

### 4. Steering Group Organisation.

- Meetings to be held First Thursday each month at Mabe WI.
- B. Galke to set up MNDP Drop Box and be central point for filing / publication of non sensitive information, postings and general distribution.
- Minutes to be posted on Drop Box and Mabe Parish Council web site within 14 days of approval. Contact for MPC is PC Clerk and or Amanda Wills.
- B. Galke to investigate steering group individual e mail addresses.
- A brief for the creation of a logo / concept for use on all MNDP communication literature was given to Amanda Wills, who with the possible aid of Candia Cox, Catherine May and Charlotte Jones would develop artwork concept. [Brief included, All inclusive and Engaging / St Pirran / Argle / Shinty].

### 5. See item 3.

### 6. Nothing discussed.

### 7. It was determined that a separate meeting scheduled for 19th November at the University Campus Innovation Centre would concentrate on the future consultation strategy for community involvement and consultation.

- Some interim public awareness would be attempted at the forthcoming Mabe Carrol Service and Christmas Lights.

### 8. It was agreed that the next steering group meeting would advise focus group members on the need, structure and approach to be utilised in progressing the relevant group.

- Mark, Michelle and Trish to explore the possibility of guest speaker attendance.
- Mark, Keith and Michelle to explore CC criteria and guidance notes.

### 9. R. Winn was advised of current venue expenditure. Mark and Michelle to advise Russell of their expenses to date. Russell to contact Mabe PC Clerk to determine monies expended to date for possible future grant or reimbursement. *[ Additional note from K West / I believe grant monies are not retrospective. Information from Mawnan Smith presentation to PC.]*

### 10. Nothing discussed.

### 11. Nothing discussed.