

<p>NDP Steering Group Minutes – Monthly meeting 3rd September 2020</p>	<p>ACTION</p>
<p>1. Attendees: Keith West (KW) Michelle Wilkinson (MW) and Paul Simmons (PS) Amanda Wills (AW) Bea Galke (BG) Kerry Mitchell (KM) Tessa Kingsley (TK) Amy Brooks (AM)</p> <p>2. Apologies received from Mark Smith (MS)</p>	
<p>3. Minutes and Matters Arising The minutes of 12th August 2020 were read and approved Proposed BG Seconded KW</p>	
<p>3. Information and Updates</p> <p>3.1 ONGOING AWAITING DATE: <i>(MS confirmed Approval of Core Support for Design Codes, ACON National Consultants for Locality representative will hopefully be in Mabe 1st week of September for a walk around to assess).</i></p> <p>3.2 STILL AWAITING INFORMATION FROM COUNCIL :<i>(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 forth).</i></p> <p>3.3 KW & MS had zoom meeting 9am 13th August re: NDP Questionnaire with Entangle. They can help facilitate online questionnaire to be more interactive, further meeting is booked for 9am 4th September via Zoom.</p> <p>3.4 ONGOING: <i>(MS to formal engage Paul Webber and get a draft agreement in place still ongoing.)</i></p>	<p>MS</p> <p>KW</p> <p>KW/BG/ PS</p> <p>MS</p>
<p>4. Progress</p> <p>4.1 Kerry Mitchel formerly excepted onto NDP steering Group. BG to take over the Role as Treasurer MW proposed KM seconded, MW to forward paperwork.</p> <p>4.2 Public engagement: Volunteer Cornwall Community development team Member Amy Brooks offered assistance for a questionnaire for school children and parents, also Carolyn a colleague who specialise with supporting adults. Amy is willing to lead getting in touch with Mabe Primary School to run a possible workshop around the Questionnaire. BG to liaise with Amy over the Child Friendly Questionnaire.</p> <p>4.3 TK offered to get in touch with Penryn College, re Mabe students' possible inclusion in Questionnaire. TK warned that we should give the School time to settle into new term before approach.</p>	<p>BG/MW</p> <p>BG/AB</p> <p>TK</p>

<p>5. Forward Look/Next Stage Plan</p> <p>5.1 ONGOING: <i>(BG has added the draft questionnaire to NDP dropbox for steering group review).</i></p> <p>5.2 ONGOING <i>(BG to talk to AW re commission of an engaging envelope/Postcard design for mail out).</i></p> <p>5.3 As the decision has been made to send postcards out to all houses with link to do an online questionnaire and a telephone number for people who do not have access to internet so they can ring leave their address to have a questionnaire sent to them. TK advised that when they did the Old Parish Plan volunteers delivered the questionnaires. MW confirmed that she had asked some of the Mabe Matters Volunteer deliverers if they would help and over half were happy to help. MW also has list for MEG volunteers who could also be approached. MW to supply number of households that Mabe Matters is hand delivered too.</p> <p>5.4 Concern over reaching households without Internet access KW suggested we could utilise Tablet to do on doorstep questionnaire. MW to find out how many members of the Luncheon Club.</p> <p>5.5 BG original plan was to have the questionnaire live for a week but perhaps this should be extended to 6 weeks to accommodate paper copies or doorstep/Tablet approach.</p> <p>5.6 TBC <i>MW now to get quotes on Postcards.</i> BG to get the list of Households from the Royal Mail to give a number that will be required.</p> <p>5.7 MW had meeting with University on 18th August they can still not offer a representative to join the NDP, Ruth Grimmer has asked that we email questions to her and she will then forward on. Consensus was that NDP should write to the two Vice Chancellors to express our concerns with Joint Campus lack of interest in supporting their host Parish. MW to talk to FXU for student rep.</p> <p>5.8 KW reported that Cath Statham is very busy so Landscape reports may be delayed</p>	<p>ALL</p> <p>BG/AW</p> <p>MW</p> <p>/AW</p> <p>MW</p> <p>MW/BG</p> <p>MS/KW</p> <p>KW</p>
<p>6. Focus Groups and Reports</p> <p>6.1 PS updated us on the Parish Map, PS to seek funding from Parish Council.</p>	
<p>7. Finance</p> <p>7.1 Parish Clerk confirmed that £1593.49 NDP Parish Council funding is still available.</p>	

8. Members Reports (at Chairman's discretion)	
9. AOB/DONM The date of the next meeting is Thursday 1st October 2020, 7pm via ZOOM.	