

Mabe NDP Steering Group Minutes - 7 <sup>th</sup> May 2020	ACTION
<p><b>1. Attendees: Mark Smith (MS) Keith West (KW) Russ Winn (RW) Bea Galke. (BG), Michelle Wilkinson (MW)</b></p> <p><b>Absent: Amanda Wills, Trish Oeseplus, Sarah Roby</b></p>	
<p><b>2. Minutes and Matters Arising</b></p> <p>The minutes of 5<sup>th</sup> March were approved. Proposed KW Seconded RW Please note that due to the Virus Lockdown directive there was no meeting on the 2<sup>nd</sup> April</p>	
<p><b>3. Information and Updates</b></p> <p>Kathryn Statham a Cornwall Council Landscape Architect was given formal instructions by RW to commence work on the Mabe Landscape Character Assessment.</p> <p>MS enquired regarding the status of Promotional Material (banners etc). RW said that since there was no pressing need for them at present due to the Lockdown they can be ordered locally as and when they are needed.</p> <p>KW advised that the Housing Policy was now available and on the Dropbox. A copy has also been placed on the new Mabe NDP Website (<a href="http://www.mabendp.com">www.mabendp.com</a>). He advised that this new Website he had created was to enable the public to access the NDP workings and make comments/enquiries to any NDP subject via the Committee members email addresses as well as the NDP email address. This was agreed by MS and seconded by MW. KW explained that he would continue working on subjects and pictures to enhance the site.</p> <p>KW/ RW to place statutory notice advert in Falmouth Packet</p> <p>MS to provide input to zero/ low carbon housing. KW to complete housing policy &amp; circulate to key stakeholders for consultation.</p>	<p>KW/ RW</p> <p>MS/ KW</p>
<p><b>4. Progress</b></p> <p>KW asked for a vote on employing a consultant to carry out some of the tasks to be completed on the Plan. Of the two who had submitted their expertise and fees, all members agreed on Paul Webber an independent consultant in St Austell. However, clarification of his fees, contract structure &amp; VAT rate will be carried out by MS and RW before a final decision is made.</p>	<p>RW/MS</p>
<p><b>5. Forward Look/Next Stage Plan</b></p> <p>Social Housing - KW said that there were further questions to be raised with the Mabe residents concerning the need for social housing in the parish. BG said that she would include these in the questionnaires she is currently working on rather than go to any additional expense via the County Council.</p> <p>All agreed that we should issue one questionnaire to all residents covering all themes rather than separate ones for housing etc.</p> <p>BG estimated £500 for PFA to provide the questionnaire services to the NDP. All agreed, Russ to include in budget</p>	<p>BG</p> <p>RW</p> <p><i>MS</i></p>

MS said that he would check with AW and TO concerning their commitment to working with the Steering Committee, also make enquiries with others who may be interested in joining.	MS
<b>6. Focus Groups and Reports</b> No reports were presented	
<b>7. Finance</b> RW informed the members present that he had completed an Expression of Interest Form from the Grant providers and had received in return a blank Application form to be completed. This was sent to MS and KW who have agreed to complete it and return it to RW for submission. Groups can apply for a total of £9,000 across the seven year period from 2015-2022. Each application should be for an amount of £1,000 - £9,000. Further funding is available for groups who allocate areas & commit to neighbourhood development orders for housing – RW & MS to confirm details	MS/KW  MS/ RW
<b>8. Members Reports (at Chairman's discretion)</b> None	
<b>9. AOB/DONM</b> The next meeting will be held on 4 <sup>th</sup> June 2020 and either continue on the Zoom virtual method unless the virus lockdown directives change. Members will be advised closer to the date.	

*MS*