

Mylor Neighbourhood Development Plan

Minutes of the meeting held on 4 October 2017 7pm in the Tremayne Hall, Mylor Bridge

Present: Stephen Solomon, Michael Brougham, Pat Willmore, Jeni Fraser, Jill Quilliam, John Adams, Nicholas Trefusis, James Robinson, Jan Trefusis, Rebecca Brougham, Sophie McGannity

	<p>Welcome and apologies The Chairman welcomed everybody to the meeting. James Robinson attended on behalf of Jonathan Griffin. No apologies.</p>	Action required
1	<p>Update on Parish Council Meeting 25/9/2017 SS attended to ensure that Terms of Reference were endorsed by the PC. He gave a 10 minute update on the progress of the plan. PC grateful to NDP group for taking on the project. Concerns arose regarding PC involvement with forward planning around a Cornwall Council initiative on Affordable Housing. It is important that this work is carried out by NDP without duplication by PC. Grant has been made to PC for a consultation for sustainable energy provision in the Parish. This may well be useful to feed into the Plan. Reiterated that a letter has been received from CC confirming that Mylor's housing allocation is set at 0 due to its AONB status. Clearly this does not mean that there is not a need to plan for future housing need in the Parish.</p>	
2	<p>Review of Terms of Reference and Meeting Schedule Approved ToRs give the NDP group autonomy. This allows work to progress with minimum delay. Once some progress has been made a special meeting of the PC may be appropriate.</p>	
3	<p>Interim Vision Statement Useful to have something for the community to latch onto. The 'Vision Statement' should come from the community but it will worthwhile to have a starting point. Vision statement should be concise, locally distinctive and pass test that it is not 'anyparish'. Suggested statement: 'Meeting the housing needs of our community for a sustainable future, whilst preserving and enhancing the character and distinctiveness of Mylor Parish within our area of outstanding natural beauty.' It was agreed to stick with this until the first survey.</p>	
4	<p>Project Plan Development MB gave a presentation summarising the overall NDP process, emphasising that the housing work was at the core, and as our work would result in creating a new layer of planning law, Annexes would eventually be needed: on Consultation, detailing all evidence of contact with the community, and on Compliance, with higher level plans and policies. MB estimated that our work to produce the 'final draft plan' would take until next summer, followed by a 5-step process of formal public consultation and examination, ending in a Referendum.</p>	

	<p>MB summarised the steps from now until the first major event, a 100% Mass community consultation event in January 2018, containing questions worked up by each Topic Group.</p> <p>Priority for immediate action was to develop, define and roll out the Communications and Consultation Strategy, showing how we intended to:</p> <ol style="list-style-type: none"> a. Establish our PR profile and raise awareness of the Plan, including an events programme to gain a presence at key planned community events, and our own exhibitions of the Plan. b. Engage with the community to consult established groups, opinion formers and ad-hoc gatherings on views and concerns. c. Establish a statistically significant contact group for electronic surveying (>400 by year end). <p>Finally MB reiterated that policies in the NDP concerned only the use of land in the planning process. Other views on ideas and projects would be valuable, but if not relevant to NDP, would be passed to the PC for the Parish Plan.</p> <p>Action by Topic Groups: See Item 5.</p> <p>MB undertook to provide asap through PW 'version one' of the Project Plan (Excel) for information and feedback, and a reading in list to assist all with research into sources of guidance and background knowledge of the NDPs.</p> <p>By end October, MB also undertook to provide, as principle point of contact for the Public Sector Mapping Agreement, a brief on access to sources of OS, Royal Mail and LPA Maps.</p>	<p>MB</p> <p>MB</p>
<p>5</p>	<p>Working groups kick off meetings and initial activity</p> <p>Action by Groups:</p> <ol style="list-style-type: none"> a. First Group meetings for organisation and internal communication b. Initial Group 'brainstorming' of issues and ideas. c. Analysis of existing topic information (Parish Plan 2015), Work Plan to research sources for knowledge base gap filling. d. Initial programme of consultation to work up question list for Jan 2018 mass survey. e. Capacity building of groups to able to resource work plans. <p>Topic Areas were confirmed as follows: Environment group – major sustainability topic. Transport & accessibility – provision in plan for sustainable transport and protection of existing routes and facilities. Business/Economy – policies required for use of land for business. Community facilities – policies around recreational, health & leisure Education – policies around schools, clubs and lifelong learning. Communication – see 6 Housing</p>	<p>Leads</p> <p>JT</p> <p>JQ</p> <p>NT</p> <p>BB</p> <p>SMcG</p> <p>JA</p> <p>JG</p>
<p>6</p>	<p>Communications protocols</p> <p>JA Appraised the meeting of his initial thoughts on communications.</p>	

	<p>Within whole group and within each group. Open and transparent. Emails may not be best way.</p> <p>Website. Easy short name. eg MylorNDP.uk Attach separate email addresses for separate groups. Held on server and therefore more secure. Rob Follett is willing to assist. .uk address is available for about £5. Costs for 2 years will be around £200.</p> <p>Social media linking into website. Facebook still popular.</p> <p>Need to build digital mailing list eg mailchimp which permits larger groups.</p> <p>Survey Monkey and Smart Survey both used by Cornwall Council and can be linked into social media.</p> <p>Costs between £200 and £400 per annum. Important to ensure it is flexible enough to be of best use.</p> <p>May be appropriate to feed in paper base survey returns to lead to one analysis.</p> <p>Can use free version of Survey Monkey to assess value of questions.</p> <p>Reserve space in parish magazine for November edition.</p> <p>Newsletter to be produced following meeting.</p> <p>Website domain name mylorflushingplan.uk – possibly buy a second domain with .co.uk</p> <p>Possibly use dropbox or similar further down the line for group editing.</p> <p>SG leads to be sent lists of volunteers for their groups.</p> <p>All information to be disseminated through administrator.</p> <p>As with the Topics Groups, JA was asked to meet with his working group to develop his ideas further, and as this was a required part of the NDP paper, to circulate a first draft of the overall Communications Strategy ahead of the next meeting via PW for further discussion and agreement. MB's reading list will include further guidance and templates on the communications strategy format.</p>	<p>PW</p> <p>SS</p> <p>JA</p> <p>PW</p> <p>JA</p>
<p>7</p>	<p>Meeting Structure</p> <p>1st Tuesday of the month. 7pm.</p> <p>Deputies may attend.</p> <p>Summary of group progress to be circulated by leads prior for the meeting.</p> <p>Next meeting 7 November 7pm venue tba</p>	
	<p>Meeting closed at 9.20</p>	