

## Mylor Neighbourhood Development Plan

Minutes of the meeting held on 6 February 2018 7pm in the Tremayne Hall, Mylor Bridge

Present: Steve Solomon (Chairman), Michael Brougham, Pat Willmore, Nicholas Trefusis, Jonathan Griffin, Jill Quilliam, Pat Farrell, Jane Moss, Sophie McGannity, Jeni Fraser, Jan Robson

1	<p><b>Chairman's Introduction</b></p> <p>Steve Solomon welcomed everyone to the meeting and thanked those involved for a successful event on 20/1. He announced his intention to stand down for personal reasons, with regret as the group has made such excellent progress thanks to good teamwork. He thanked Michael Brougham for the outstanding way he has got to grips with the project, Pat Willmore for her work behind the scenes and all other volunteers for their invaluable contribution.</p> <p>David Lansdowne, Parish Councillor, has offered to assume the Chairmanship.</p> <p>Proposed by Steve Solomon: In accordance with Terms of Reference, David Lansdowne be co-opted onto the steering group as Chairman.</p> <p>Seconded: Nick Trefusis</p> <p>Agreed: Unanimously</p> <p>Steve Solomon and Michael Brougham will have a meeting with David Lansdowne in the near future to bring him up to speed. Between now and the next meeting any queries should be directed to Michael Brougham as Vice Chairman.</p> <p>It was noted that this meeting should have had a public participation element but due to not being able to secure a suitable venue, a meeting involving the public – format to be decided – will be held in March.</p>	SS/MB
2	<p><b>Apologies for Absence</b></p> <p>Rebecca Brougham, Jan Trefusis, James Robinson</p>	
3	<p><b>Declarations of Interest.</b></p> <p>None</p> <p>Rebecca Brougham and Sophie McGannity asked to supply information for ROI.</p>	RB/SM
4	<p><b>Record of previous meeting and Administration points – Pat Willmore</b></p> <p><b>Proposed</b> Nick Trefusis: the minutes of the meeting held on 4.12.17 be approved and signed by the Chairman as a true record of proceedings.</p> <p><b>Seconded</b> Jill Quilliam</p> <p><b>Agreed</b> unanimously.</p> <p>Grant funding of £3325 is now with Mylor Parish Council. A system to speed up payment/reimbursement has now been agreed with the Parish Clerk.</p> <p>A schedule of meetings will be drawn up and circulated.</p> <p>PW to organise affordable housing presentation with Nick Marsden.</p> <p>PW to ask for guidance from Cornwall Council on implementation of GDPR regulations.</p>	PW PW PW
5	<p><b>Project Plan: Action for next month – Michael Brougham</b></p> <p>Looking at the revised time line it is possible that deadlines may be extended slightly. More community engagement is needed.</p> <p>Mylor NDP is slightly out of step with Cornwall Council's 'running order'. MB's preferred template is that of RTPI. However, the group should be reassured that all stages will be covered to comply with CC scrutiny.</p>	

	<p>The group is currently at the stage of building the evidence base and more work is needed on some of the reports tabled at the results conference to provide more details and factual evidence.</p> <p>MB will post an example of the end product he is seeking, together with further explanation, to conclude the work on the 'factual introduction' for each topic. This work will be used for the first draft of the NDP paper.</p> <p>Mapping will start to come into play and SG leads have been sent a Part 1 guide to accessing maps. Part 2, more specialised, is to follow.</p>	<p>MB</p> <p>MB</p>
<b>6</b>	<b>Special Topics –</b> Deferred to point 13	
<b>7</b>	<p><b>Communications Group – Jane Moss</b></p> <p>Very busy constructing the survey.</p> <p>Website is up to date. 526 people have signed up for on-line surveying.</p> <p>JG on behalf of the housing group has provided several blogs. All groups are invited to do this – approx. 400/500 words as these are very good for opening out topic discussions and can be shared on social media.</p> <p>GDPR implementation on 25/5. Group must be mindful of this and obtain consent of those in the database. JG stated that this can easily be achieved using Mail Chimp.</p> <p>Given the need to recruit more help perhaps the survey could incorporate a request.</p>	
<b>8</b>	<p><b>Housing Group - Jonathan Griffin</b></p> <p>JG and JR and the housing group have produced a 1<sup>st</sup> draft of the housing needs analysis survey. Getting information on precise demographics from Cornwall Council is proving unsatisfactory.</p> <p>The homechoice register provides information on entry level housing need (although careful scrutiny of the figures is required), but data on those looking for retirement provision is not readily available.</p> <p>Housing needs/solutions survey needs to be precise and detailed and it may be best to incorporate it with the main survey to reduce 'survey fatigue'.</p> <p>JM &amp; JG to liaise on quantification in this section of the survey.</p> <p>Pat Farrell advised that medical provision should be considered when looking at sheltered housing/residential or nursing homes.</p>	JM/JG
<b>9</b>	<p><b>Environment, AONB and Heritage – Pat Farrell</b></p> <p>Ongoing discussions on questions for the surveys. Lots of background info on designated sites/habitats from Majic.gov.uk (covered in MB's Part 1 mapping guide). Should the group be liaising at this stage with statutory bodies such as EA, AONB? MB advised that it would be advisable to wait until emerging policies are known in the first draft of the NDP paper. The plan will also be screened for SEA (Strategic Environmental Assessment). PF pointed the group towards an interesting paper on local wildlife published by the CWT. Members were asked to supply any information on specialist environmental groups in Mylor.</p>	
<b>10</b>	<p><b>Economy – Nicholas Trefusis</b></p> <p>The group has engaged with every business it has identified although more keep emerging. Fisherman are difficult to pin down and help in identifying them would be appreciated. By the end of Feb the group intends to have full detailed information about turnover and employment. More helpers are needed in the group. The group has been in discussion with landowners. Businesses particularly around Mylor Churchtown and the boatyard at Flushing are concerned about parking provision affecting them. Mylor Yacht Harbour is planning to infill part of Admiralty Quay to create extra parking. Extra pontoons are planned. Concerns exist around accommodating ever larger boats in increasingly shallower harbour.</p>	

	Perranarworthal NDP has contacted NT for guidance which underlines an earlier suggestion regarding some collaborative working with other local groups.	MB
<b>11</b>	<p><b>Transport – Jill Quilliam</b></p> <p>The postcard returns indicate approximately half having concerns over traffic/parking in the Parish. The group is unsure as to how this can be incorporated into the plan. It was suggested that policies can incorporate requirements for consideration of safe pedestrian access, congestion alleviation and parking provision when considering planning applications.</p> <p>Information gathered about transport in the survey which does not directly relate to the plan/land use should be fed back to the Parish Council for action.</p> <p>Young people are greatly affected by transport in the Parish and discussion around targeting their views took place. Direct approach through the primary schools and flyers on school buses and factime appeals were suggested.</p>	
<b>12</b>	<p><b>Facilities, Societies and Education – Sophie McGannity</b></p> <p>The group has lost one member. All societies/clubs etc have been contacted and feedback about provision in the Parish is good. The funding formula for our schools is adversely affected by the demographics of the Parish. This will not change when we move to Academy status – Penryn College, Mylor and Flushing schools and Mawnan. It is of concern that parents do not seem fully aware of this.</p> <p>SMcG plans to set up a stall at both schools over different days to survey on transport etc.</p>	SMcG
<b>13</b>	<p><b>Special Topic: Preparation for Survey 1 – Jane Moss</b></p> <p>JM has circulated a briefing document on Community Engagement Plan and a Survey production schedule which is appended to these minutes.</p> <p>JM and John Adams are working through and ‘interrogating’ all the questions for robustness and focus. JM, JA and Melanie Franks are meeting on 12/2 to review the draft. They will test it on-line and on paper. The on-line survey is currently taking 11 minutes to complete. The surveys will be sent out to the groups as guinea-pigs. Some of the questions provided by groups may have been reworded for focus. The questions are set to return a high level of detail. Those testing the survey are requested to feed back to the Comms Group. Timescale currently is for the survey to go out in the week commencing 12/3, deadline for completion 31/3, input and analysis throughout April with the results launch at Mylor May Fair 12/5. The vision statement will emerge from this survey.</p> <p>Community Engagement is vital to success of project – see briefing notes. It is a fact many people do not engage through surveys so face to face opportunities are important. After survey 1 is complete, the Comms group will be able to focus on assisting with community engagement events either individual or multi-group.</p>	
<b>14</b>	<b>Date of Next Meeting: 14 March 7pm at the Ord Statter Pavilion. This will be a public engagement event to raise awareness of the imminent launch of the survey.</b>	
<b>15</b>	<p><b>Chairman’s Closing Remarks</b></p> <p>Steve Solomon wished the group continued success in its endeavours. He reiterated his opinion that the group was extremely well-organised and making outstanding progress.</p> <p>Jan Robson, Chairman of the Parish Council, thanked SS for his invaluable help in getting the project started.</p>	
	<b>Meeting closed at 9.10 pm</b>	