

**Draft Minutes to be formally approved at the meeting of the Steering Group on Monday 19<sup>th</sup> June 2017.**

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)**

**Minutes of meeting held on 15.05.17.**

**Present:** Dennis Brock (DB), Gill Butler (GB), Emma Deacon (ED), Becky Hughes (BH), John Page (JP), David Quoroll (DQ), Kate Roberts (KR), Alison White (AW)

**Apologies for absence:**

Cllr David Hughes, Frank Lawson, Cllr Roy Taylor, Cllr Adrian Wildish, Cllr Caroline Wildish

**In attendance:** Cllr Jordan Rowse (JR)

Item	Discussion notes	Who? Action? By when?						
1.	<p><b>Minutes from last meeting held on 10.04.17.</b>  <b>Adoption of minutes.</b> All present approved the minutes. The minutes were adopted.</p>							
2.	<p><b>Matters Arising</b>            AW confirmed she has extracted addresses from the Electoral Roll (open and closed). BH has an electronic version of the parish addresses. AW will print out if required. Some households will not be registered on the Roll if residents have not signed up to it but the SG agreed that all households should receive 1 copy of the initial survey and information leaflet. AW agreed to address and deliver envelopes to the residential homes in the area where only some of the residents are on the Electoral Roll. The CE group will need to order the A5 envelopes, so AW can address them to named residents as appropriate.</p>	<p><b>CE</b> group order envelopes ASAP  <b>AW</b> to deliver to named residents</p>						
3.	<p><b>Funding</b> DQ confirmed that grant funding has been approved as set out below, but that there is a certain amount of room for manoeuvre within the overall total figure e.g. any costs associated with SurveyMonkey could be legitimately claimed from printing etc. DQ asked that it should be confirmed that the NP accounts will reflect the fact that the Parish Council will be able to reclaim VAT on some items.</p> <p><b>Approved Grant Budget</b></p> <table border="1" data-bbox="284 1888 1145 2033"> <thead> <tr> <th data-bbox="284 1888 858 1928">Item</th> <th data-bbox="858 1888 1145 1928">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1928 858 1968">Room hire</td> <td data-bbox="858 1928 1145 1968">£120</td> </tr> <tr> <td data-bbox="284 1968 858 2033">Public meetings, steering group meeting if free venue not available</td> <td data-bbox="858 1968 1145 2033"></td> </tr> </tbody> </table>	Item	Amount	Room hire	£120	Public meetings, steering group meeting if free venue not available		<p><b>AW</b> to check VAT reclaimed with SV</p>
Item	Amount							
Room hire	£120							
Public meetings, steering group meeting if free venue not available								

	Publicity costs Display boards, banners, posters for events, hire town team display bus	£550	
	Printing costs For information leaflet, and initial questionnaire to 3,195 households	£450	
	Other basic refreshments at public meetings	£100	
	purchase of information	£100	
		£0	
		£0	
		£0	
		£0	
		£0	
	<b>Total</b>	<b>£1,320</b>	
4.	<p><b>Focus Group Reports: Community Engagement Online Survey/ Survey Monkey</b></p> <p><b>Aim:</b> We want to ensure we can engage with the largest audience possible, as people are increasingly digital savvy. We want to offer people an online alternative to filling out the Initial Survey and Main Survey.</p> <p>Current Survey Monkey template for Initial Survey:  <a href="https://www.surveymonkey.co.uk/r/F356QZ5">https://www.surveymonkey.co.uk/r/F356QZ5</a></p> <p><b>Survey Monkey Overview:</b></p> <ul style="list-style-type: none"> <li>• Survey Monkey is a widely used self-service tool.</li> <li>• The free model restricts the number of entries and number of questions asked.</li> <li>• There are just over 3000 people in the Parish – therefore the free model limits entrants which means we are potentially excluded people</li> <li>• The Free Model allows no personalisation/ branding</li> <li>• Not fit for purpose for the Main Survey</li> </ul> <p><b>Question &amp; Discussion:</b> <i>The Community Engagement Group believes we need access to a better online model. Discussion to take place by Steering Group re: actions and next steps.</i></p> <p><b>Options:</b></p> <p><b>1. CRCC do the online survey</b></p> <p>They have a subscription to an upgrade Survey Monkey package. For CRCC to check survey re: compatibility with SurveyMonkey; set it up online and test it; provide the web links (public and admin) and some admin of these; provide standard SurveyMonkey reports (pdf and/or excel) it would be - £250.00 plus VAT. (Anything extra will be charged on top)</p>		

<p><b>2. Community Engagement Team purchase subscription</b></p> <p>Emma Deacon offered to do set up and analysis as CRCC offers for free but need £300 subscription. Plus ay analysis that takes longer than 4-6hrs Emma will need to consider charging at an hourly Marketing Consultant rate. Sally Vincent had expressed concerns over payment re: subscription model; however these have now been overcome.</p> <p><b>Discussion:</b></p> <p>There was some doubt as to whether CRCC is offering sufficient analysis of the open ended box type questions as part of the standard service. The aim of these questions is to draw out core themes, rather than an in-depth analysis, but AW reported that CRCC had been somewhat vague on this. ED will check the detail of the analysis and if necessary will find out how much it will cost to provide more detail. Providing ED and the CE group were satisfied with the responses and that it would come within budget, the SG approved the employment of CRCC as consultants for the initial survey i.e. Option 1 above. ED will liaise with AW who will organise payment for this if/when necessary.</p> <p>Several members present offered to enter the data from the paper surveys into the online service, so a full picture of the views of the local community can be generated.</p> <p><b>NP Launch at Annual Parish Meeting 06.04.17.</b></p> <p>JR thanked the group for organising the NP launch. BH shared comments written by members of the community on sticky notelets at the meeting. It was felt this had been a useful exercise: and AW offered to type up the comments from future CE events. BH explained that they can be used to generate word clouds. These can then be compared with those generated by the written initial survey. SG members discussed whether comments should be passed onto the PC in case anything can be done quickly. AW agreed to check with Sally Vincent (SV).</p> <p>It was noted that the SG could do with guidance on what can and cannot be covered by the NP e.g. dog's mess is a common issue. It was agreed that this should be raised at the Cornwall Council <b>Planning Surgery</b> on Friday 9<sup>th</sup> April. AW is going + possibly CW and JP to be confirmed. If anyone else would like to attend, let AW know and email other questions ASAP.</p> <p><b>Community Engagement Events</b></p> <p>GB kindly offered to take all displays to and from events but</p>	<p><b>ED</b> to contact CRCC ASAP</p> <p><b>AW</b> to organise invoice when appropriate</p> <p><b>All to note</b></p> <p><b>AW</b> to type up public event comments on-going <b>BH</b> word cloud as appropriate</p> <p><b>AW</b> to contact SV ASAP</p> <p><b>All to action</b> Planning Surgery quest. ASAP</p>
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<p>someone would need to be on hand to do the carrying.</p> <p><b>2 evening events are planned:</b> 1 at Gott Hall in Par and 1 in Tywardreath Village Hall. AW to doodle members for availability and to book venues/organising invoices.</p> <p><b>The Big Lunch:</b> BH is covering the morning, AW the afternoon</p> <p><b>Par Carnival and Tywardreath CP School Summer Fayre</b> It would be good (though not essential) if at least one member could be on the NP stand for each of the above events. CE group to discuss and arrange the above and the <b>Town Team Bus</b> dates and routes.</p> <p><b>Stationery Order + protocol</b> JP suggested that the CE group should look through the Martin Luck (Brewers) catalogue and note down the reference numbers and items to be ordered (including A5 envelopes). The CE group will then email the order to AW who will liaise with Sally Vincent (SV). <b>SV</b> has advised that she has an account with Martin Luck, so she is happy to do any <b>NP stationery orders</b> herself. Any items can be ordered from any supplier who will work on an invoice and cheque basis. The Parish Clerk will reclaim the VAT providing the company's VAT registration number is on the invoice. All copies of orders should be forwarded to AW so she can liaise with Heather Quoroll who is keeping the NP books and Sally Vincent. Once an item for expenditure is approved, members can place the order themselves but please remember to keep AW in the loop.</p> <p><b>Projector</b> BH raised the issue of a projector. GB advised that PL24 has one available and it is available for other groups in the community.</p> <p><b>Facebook ED</b> asked if a "pop-up" could be put on the Parish web-site. She would provide code. AW will check.</p> <p><b>Consultation+ initial survey and information leaflet</b> DQ explained that it had been decided to organise CE events at the same time as the delivery of the information leaflet and initial survey. The objectives are: to raise awareness of the NP; and to identify what is important to the community.</p> <p>BH will finalise the leaflet/survey adding in "drop-off" points to which they should be returned and CE event dates as appropriate.</p> <p>The CE group will organise printing. Given the General</p>	<p><b>GB</b> displays on-going <b>AW</b> arrange CE evening events ASAP</p> <p><b>AW/BH</b> 03.06.17.</p> <p><b>CE group</b> to arrange events and member availability ASAP</p> <p><b>CE group</b> stationery and CE items order to AW ASAP</p> <p><b>All to note</b></p> <p><b>AW</b> to contact <b>SV</b> re: pop-up ASAP</p> <p><b>BH</b> finalise leaflet/survey ASAP</p> <p><b>CE group</b> to</p>
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	Election, it was agreed that it would be best to deliver the survey and information leaflet after this event during the week beginning Monday 12 <sup>th</sup> June. The return date for the survey will be Sunday 16 <sup>th</sup> July.	arrange printing and delivery ASAP
5.	<p><b>Employment of consultants: transparency</b></p> <p>AW has carried out some research on which she reported for information:</p> <ul style="list-style-type: none"> <li>• AW asked Tasha Davies (TD) (Neighbourhood Liaison) if apart from the Cornwall Council paid for services and CRCC whether TD is aware of any other agencies which we might contact in the interest of open, competitive tendering if/when we might need to spend more significant amounts of money. TD said that a colleague, involved in their own NP said the CC paid for services are very good for some things e.g. pre-paid envelopes for questionnaire. The colleague had also contacted 3 organisations for tendering purposes for more expensive items and CRCC had come through the cheapest.</li> <li>• Ruth Finlay (Mayor of Fowey NP) also used CRCC for the main questionnaire. She said: "I spent some time looking at other independent consultants and it is time consuming - I did not have a recommendation so I trawled through a few; at the end of the day I decided I needed the reassurance of a group like CRCC who have worked with a lot of Cornish NP groups and has the experience of the Cornwall Local Plan."</li> <li>• Other NPs are using CRCC</li> </ul> <p>AW asked if the group felt the above research was sufficient for CRCC to be engaged on projects long-term. On the whole, members felt that it was for the initial survey, but maybe not for larger sums of money. The SG agreed that longer term a consultant would need to be engaged to compile and run the main questionnaire. DQ recommended that further research would be necessary at this point to ensure transparency and fairness.</p>	

**The next meeting will be held on Monday 19<sup>th</sup> June 2017** starting at 7.15 pm at The New Inn, Tywardreath.

Please note that meetings of the Tywardreath and Par Parish Neighbourhood Plan Steering Group are normally held on the 3<sup>rd</sup> Monday of the month, unless otherwise indicated above.