

## Minutes of the Meeting of the St Hilary NDP Steering Group held on 26 April 2023

Present: Martin Searle (MS); Peter Tunstall-Behrens (PB); Geoff Williamson (GW); Denis Reed (DR); William Searle (WS); Mike Ryan (MR)

1. Apologies: Jane Howells
2. Minutes of the Meeting of 12<sup>th</sup> April 2023: Approved
3. Matters Arising:
  - open green spaces: Regarding Rosudgeon Cricket Field, MS had sent Mark Dunstan further information including our open green space draft policy and a Cornwall Council document regarding open green spaces but had received no response. On Friendship Wood PB had received a positive response from St Aubyns and was requested to keep a record of the correspondence for our Article 14 submission. The meeting agreed to accept the St Aubyn proposal for a reduced size of the open green space as it included the main part of Friendship Wood. GW agreed to modify the open green space maps under policy 1c in the draft plan.
  - GW said that he had received an up-to-date parish address list from Cornwall Council
  - 4.4 GW said that the Cornishman "Down Your Way" correspondent was Roger Calfe
4. Progress on Preparations for the Public Consultation on the Pre-submission Draft Plan:
  - 4.1 Letter, leaflet and response forms to households and address list – it was agreed to address envelopes to "Residents of a Specific Address". Residents of Gears Lane would receive a separate small note explaining why they were being included. DR agreed to stick address labels on the envelopes. GW had added a QR code to the letter linking it to the draft NDP which it was thought would appeal particularly to younger residents. The letter was now ready for printing apart from the deadline date. GW had also added a similar QR code to the hard copy response form. Given concerns about compliance with Data Protection Legislation MR said that he had called Roger Calfe requesting £384 to purchase an individual one-year subscription to Survey Monkey which was confirmed during the meeting. Given the analytical tools available with Survey Monkey and to encourage the maximum possible response it was agreed to amend the response form to allow for a 1-5 tick box response in addition to space for comments. It was agreed that the policy leaflet could go for printing.
  - 4.2 Notification Letters to Statutory Consultees – WS agreed to send a draft letter to MR. MR was drawing up a list of names and addresses starting with that provided by Cornwall Council.
  - 4.3 Notification Letters to Other Interested Parties/Stakeholders - WS agreed to send a draft letter to MR who had also compiled a list of names and addresses for these.
  - 4.4 Publicity – Suggestions included a poster for parish, church and social club noticeboards, the parish council website, copy to Cllr West for the Relubbus and St Hilary Facebook Page, emails to those who have left their details at our consultation events, copy to Down Your Way in the Cornishman.
  - 4.5 Finalisation of the Pre-Submission Draft Plan Document – GW to amend the open space map for Friendship Wood. MR to provide a final check of the draft plan and the policies leaflet.
5. GW to get envelopes and labels to DR for sticking by the next meeting
6. Date and Time of the Next Meeting: Wednesday 3<sup>rd</sup> May at **17:15** in the OSR