

Breage NDP SG meeting 7/20, notes of meeting of 15/9/20

Attendance: Chris Ralph, Clive Richards, Ian Stovell, Lindsay Bryning, Norman Pringle, Mark Deacon, David Davies (held as two Covid19 restricted meetings)

Apologies: Richard McKie, Caroline Carver

Also in attendance: -

Agreed:

1. Action notes of 18 August 2020 (P: LB, S: DD)
2. Publish Pre Submission Edition on 12 October with 11 week consultation period ending 31 December 2020.
3. Letter only to notify statutory consultees directing them to the web site to download the PSE.
4. Letter only to notify local community groups but with offer to make hard copy available.
5. Short article to go into the two community magazines that cover the parish after 12 October and subject to publication timetable.
6. Place read only copy of PSE on NDP web site to go live for 12 October.
7. Put post signposting NDP consultation on Facebook page live from 12 October.
8. Copies of PSE not to be deposited at community venues due to risk of Covid19 transfer and level of take up at Consultation Draft stage.
9. Produce simple poster for display around parish signposting to NDP web site to view PSE
10. Attempt to get article on PSE in local press (Packet, West Briton)
11. Produce and distribute to all households a newsletter 4 informing of publication of PSE and opportunity for comment.
12. SG members to be contact points for any requests for hard copy of PSE and to deliver to the individual requesting a copy.
13. Hard copies of PSE to be at central point (Chris's house) and SG members to pick up as appropriate for delivery to parishioners requesting a copy.
14. Circulate newsletter to all businesses in the parish if a database can be made available by CC.
15. Use standard form as circulated to capture comments on the PSE and signpost consultees to this.
16. Keep opportunity for drop in events/piggy back exhibitions under review over consultation period and deliver such if Covid19 restrictions allow, maybe Trevena Cross Xmas Fair.
17. Work with an initial print run of 30 copies of PSE, do further print runs if demand supports this.

Actions:

1. Draft covering letter to statutory consultees and liaise with BPC Clerk on mail out from 12 October (CMR)
2. Draft covering letter to local community groups and liaise with BPC Clerk on mail out from 12 October (CMR)
3. Identify local community groups, address and contact for finalisation of list at next SG meeting (ALL)
4. Contact parish magazines for publication dates and provide text for article on NDP consultation process (CliveR)
5. Liaise with Russ to get PSE read only copy live on NDP web site for 12 October (CliveR)
6. Put post on NDP Facebook page from 12 October signposting publication of PSE (CliveR)
7. Liaise with Diggory (graphic designer) to get poster design sorted and print via Cornwall College Print (CMR)

8. Contact local press to try and get an article on PSE consultation in local press after 12 October (MD)
9. Produce draft text for newsletter 4 including text to say hard copy available if cannot access digitally and SG will look to hold drop in events/exhibitions if possible, agree text at next SG meeting (CMR)
10. Liaise with Diggory on design for newsletter 4 and get to CC for distribution week commencing 12 October – quote already in place from Cornwall Print (CMR)
11. Liaise with CC on business database, if available liaise with CC to get printed and distributed (CMR)
12. Put downloadable version of comments form on NDP web site for use from 12 October (CliveR)
13. Be prepared to produce exhibition material and undertake drop in events/piggy back events at short notice, Norman OK for Trevena Cross if comes to fruition (ALL)
14. Liaise with Cornwall College Print to get 30 copies of PSE printed up for 12 October (CMR)
15. Get draw down of grant monies to support consultation programme on next SG agenda (CMR)
16. Put action notes of 15 September meeting on NDP web site (CliveR)
17. Provide monthly progress report to BPC (CMR)
18. Prepare agenda for next SG meeting, circulate and copy to BPC (CMR)

Next meeting: 29 September 6.30 – 8.30, David's house, Trew (2 meetings to cover Covid19 restrictions, to finalise and ensure actions in place for consultation period)