

Bodmin Neighbourhood Plan Steering Group

Meeting Notes for meeting of 24 February 2021

Meeting commenced at 18.31.

Steering Group Members Present:

Town Councillors:

Jeremy Cooper (Chairman); Peter Skea; Phil Brown; Joy Bassett; D Henderson

Graham Mountcastle; Christine Howard; Colin Stevenson; Barbara Brittain; Alan Foad; Carol Randall; Jane Tily; Jennifer Cruise; Hilda Blackshaw; Alan Brown, David Skea

Apologies: Jennifer Cruise unable to stay for full meeting, Cllr Phil Cooper (no internet) Fin Irwin

In attendance: Peter Martin (Town Clerk); Louise Pinnegar (Senior Admin/MS)

NDP/2021/007 **Chairman's Announcements, correspondence**
None

NDP/2021/008 **Declarations of interest, dispensations**
No declarations or dispensations requested.

NDP/2021/009 **Update and evaluation of progress.**

Carol updated the group and the progress with the survey to the public, thanked Craig and Graham for their help, along with Jane with architectural and design code information she has provided which if not incorporated in the survey can be used as reference or website content. Jane/Carol to submit some information to Trevor for website.

Draft was sent to the Chair 9 Feb, now needs further input from the group as to the way forward and distribution channels.

Carol and Jane to liaise over the weekend to finalise, then to be sent out to all the group on 1st March with any comments back by 4 March for final draft read through by Peter Martin 8th March who then needs submit to Trevor for website.

The Chair let the group know he has contacted Situ8 planning consultancy who come highly recommended and were involved in the St Ives Plan, to see if they can quote to bring some of the information together to create a chapter in the plan and form a policy, this can be presented to the Town Council to agree funding for.

Royal Mail:

Joy Bassett updated on the group on her enquiries made with Royal Mail.

- PL31 post code = 7411 households/business's.
- 7411 x 20 pages + envelope (under 60g) = £684.70+VAT (9p + VAT per letter)
- Would need to agree who was going to pack the letters.

- Royal Mail would need to have a sample of the design and get that approved then have the questionnaire at least 7 days before distribution date (no earlier than 18 days)
- Business reply envelope would mean purchasing a licence at £99.50 per annum, 52p cost for each reply.

Other discussions

Quotes for printing

If all 7500 needed that is a lot of printing but it was clarified it would not be a 20-page document, it was suggested do not print that many and advertise online survey and pickup points. Online would enable the results to be recorded automatically. Trevor confirmed he could handle this on the website.

Carol will ask the printer to follow the themes of the website

After much discussion it was resolved to use collection and drop off points for paper copies, and an initial print run of 500 would be requested and promote online as much as possible. Can reprint as needed.

Drop off points suggested:

Shire Hall

Old Library

St Petroc's Church (pick up only)

Town Traders / Corner shops – The Chair to send a list when agreed

Collection boxes will need to be organised & provided

To progress questionnaire

Put online first prior the census

By 8 March – need details of drop off and collection points along with opening hours for progression of paper survey

By 12 April – paper copies to be available for collection to run till 31 May – note on website to this effect with details of locations, along with NDP & BTC Facebook, Bodmin Voice press releases. Barbara will design poster and card for distribution to various medias.

Website matters

NDP/2021/010

Barbara reminded the group about articles for the website, such as Halgavor Moor. Other subjects were suggested community assets such as the sports centre, design code information, and infrastructure

The group authorised Barbara to have authority to instruct Trevor regarding website content.

Update on community survey

NDP/2021/011

a) The potential purchase of survey printing and distribution

Already discussed above

NDP/2021/012

To consider and agree the commissioning of a consultancy to produce a draft Neighbourhood Plan Document

The Chair spoke about this a bit in the beginning of the meeting; a small group met with Situ8 previously and they gave some time with no charge. Awaiting information from them for charges for half day and days work. If the steering group recommend in £500 blocks for example, this keeps it within governance.

Cllr Henderson asked whether the group wanted to use a publicity group that has been in contact with them and done previous work. The Chair asked the group for their views, and it was decided at this stage their services were not needed and there was a need to control expenditure of public funds. Cllr Henderson asked the Chair to send an email on the group's behalf.

NDP/2021/013 **To consider any other information the Chair considers important.**

Barbara offered to do a poster and a card for Facebook, this will keep things on the same theme and be easy for people to post to the various platforms we have access to.

No other matters

Meeting finished at 20.10.

Actions from this meeting:

1. Carol and Jane to liaise on questionnaire.
2. Interesting content to be submitted to Trevor for the website.
3. The Chair to submit definitive list of drop off points to Carol with addresses, open times etc.
4. Carol to email the survey to the group for feedback by 4 March, for Carol to forward to Pete Martin by 8th March for final sign off and onward transmission to Trevor to finalise website work
5. As much online promotion and press releases to be drafted.
6. The Chair to email publicity group to say that services not required at present.
7. Barbara to do poster and card for Facebook

Next meeting: Wednesday 24th March 2021 at 18.30

Zoom Link: <https://zoom.us/j/98850309403>