

Bodmin Neighbourhood Plan Steering Group

Meeting Notes for meeting of 26 January 2021

Meeting commenced at 18.30.

Steering Group Members Present:

Town Councillors:

J Cooper (Chairman); P Cooper; P Skea; J Gibbs; P Brown, J Bassett

G Mountcastle; C Howard; C Stevenson; B Brittain; A Foad; C Randall; J Tily; J Cruise

Apologies: There were no apologies

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

NDP/2021/001 **Chairman's Announcements, correspondence**

Town Vitality funding been made available by Cornwall Council, and CC are encouraging acceleration of our NDP. Emphasis on design specs, road widths, materials used, so important for Bodmin to keep the distinctive character, be able to influence developments.

Thanked everyone for attending and giving up their valuable time.

NDP/2021/002 **Declarations of interest, dispensations**

No declarations or dispensations requested.

NDP/2021/003 **Update and evaluation of progress.**

Carol, Graham and Craig working on survey.

Jane researching Locality document and toolkit which talks about forming a Character Appraisal in the first instance which defines what makes your place special, this is the first piece of information to create, then attaches to NDP as an appendix. It will be quite detailed. Lots of useful information for her to go through, but with the amount of detail required and on referring to other NDPs the work maybe above the remit of a volunteer non specialist.

The Chair thanked Jane for the work done and her feedback would be useful in the discussion about Consultants later in the meeting.

Market Authority update – BTC has become a markets authority. Will be looking at holding farmers, food, craft etc markets as soon as they can. It will be Fore St, with some activity on the Folly. Need to re-consult with traders to

ensure their continued support. BTC intend to contact other organisations who currently run markets in the area, to work with them, and not against.

Website matters

Barbara Brittain confirmed that the website is running well still, and Trevor is very happy to upload items as requested. If they could come via Jeremy or Carol so that he knows they are complete and approved. Information about the market would be good to put on, any future surveys, photographs.

"Have you say section was queried", and it was confirmed this has finished.

It was suggested Christine and Jack could put an article about Halgavor, and challenge with positive alternatives to fit with our aspirations for development.

"Extra Care" was put forward as a topic for the website. Cllr P Cooper attended a meeting recently and reminded CC that there seemed to be no plans to allocate land for Extra Care, but it was felt important to keep persisting.

Any relevant comments re this, or other matters can be considered for the website.

Update on survey commissioned with Candere

a. The Purchase of survey printing and distribution

Carol confirmed she has been working with Graham and Craig who have assisted with some excellent comments, further meeting next Monday. First draft should be ready soon for approval process.

Email was sent today requesting contacts for graphic designers and printers. Will try and keep local.

Amounts of leaflets were discussed and Joy agreed to find out from Royal Mail numbers for resident and business addresses. Intention is to survey every household.

Chair was hoping to agree amount for finance and postage, but it was decided that costs and numbers could not be specified at this stage as a detailed design and print brief not yet complete.

Carol explained this was a large document, to find the information needed, you need quite a few questions. It is a challenge to keep it short, and needs to be a base for evidence for other projects such as town centre transformation and business and employment.

It was discussed that if the brief and quote be provided for Next NDP meeting scheduled for 24 February then could be presented to Full Council 18 March to approve funding.

The size of the document was then discussed, and the challenge of keeping the document small, and whether if this was done are you getting the information required.

Jane to look at the guidance on the locality document to draft some design/culture element questions to incorporate and submit to Carol. Carol will send the section on future housing development to Jane.

Ideas were put forward of a single leaflet, inviting people to apply online, but this was thought to be less inclusive by some. Ideas of managing this and reducing costs of printing were discussed such as:

- 2-tiered, small flyer, large document on website, social media advertising
- Pre-paid address label to request form.
- Promotion to create awareness.
- Full paper form backed up by social media advertising.
- Ring people
- Collection points around the town to receive completed forms.

It was also stated that consultation is mandatory, not optional and a consultation document has to be produced. The survey form might be the only consultation we have, and a commitment was made at the start that the NDP team would consult with every household.

The team were very divided on whether to do a full paper survey or a lesser postal flier and invite internet survey participation / requests for hard copies.

Covid was discussed as a challenge, prevents door to door canvassing, collection points could be controversial, shielding people may not want to go out and post forms, personal circumstances could be under pressure. It was confirmed by the Chair that CC are awaiting with anticipation for the Bodmin NDP but not compelling us to rush it. There was a concern that the effects of the pandemic may prevent things being done properly, but delays could also be a negative as development is still ongoing.

Carol confirmed she would investigate other distribution methods in view of all the feedback.

The Chair summed up that whilst he understands the points of some thinking about the climate emergency policy and volumes of printing and costs, there was a need to evidence to CC that we have made a point of trying to contact hard to reach groups, by committing to this process there is a commitment to a degree of printing and posting and cost.

NDP/2020/006 **To consider and agree the commissioning of a consultancy to produce a draft Neighbourhood Plan Document**

Already have reference documents and historical data.

Need someone to pull this information together, and to pass the scrutiny of Cornwall Council.

It was discussed that whilst the volunteers in this group did some great work, they did not have the time or expertise to produce this document in a timescale that would be desirable.

The steering group recommended that Bodmin Town Council request expressions of interest from Consultants to draft and product their Neighbourhood Plan Document.

The Chair will take this resolution to the next Full Council Meeting on 11 February 2021.

To consider any other information the Chair considers important.

No other matters

Meeting finished at 20.10.

Actions from this meeting:

1. Jane to liaise with Carol to draft some design/culture element questions.
2. Carol to provide brief and quote for Next NDP meeting (24 February 2021) with the aim to present to Full Council (18 March 2021) to approve funding.
3. Carol to investigate other distribution channels in view of all the feedback regarding paper survey.
4. Joy to contact Royal Mail to find out how many households and business in Bodmin.
5. The Chair to take recommendation to engage a Consultant to draft the NDP Document to the next Full Council Meeting on 11 February 2021.

Next meeting: Wednesday 24th February 2021 at 18.30

Zoom Link: <https://zoom.us/j/96494708052>