

NDP Steering Group Meeting 18/03/19

1. JE and TR apologies
2. Minutes from last meeting- proposed IS and seconded CM
3. Matters arising- survey promoted again on Facebook, results analysed. CM and ID input paper copies and distribute remaining copies for members to input.
4. *ID to take confidential waste from surveys to destroy.
5. *CW to put survey database and results on basecamp as excel spreadsheet
6. CM spoken to PIC contact to promote newsletter which is a key theme of the survey results.
7. *HM to upload full presentation from 18/03 to basecamp
8. CW got invoice for logo work. Emailed Lucy and HM to provide PO
9. *CM and TR to explore public liability insurance for world café
10. CD continuing work with pre-school (Rebecca) opportunity for art work/ beach visit.
11. *CD going to Harbour House for further engagement
12. *TR to look at engaging people with learning disabilities.
13. *BC teenage employees to spread the word of engagement opportunities. Can they organise an event/gathering for young people in the parish?
14. *BC to look at how we can engage the youth
15. *CW continue to come to meetings, ID and HM to fill gaps where possible. CM confirmed that we can sub contract work in CW absence.
16. Format of future reporting- all meetings from next month will be open to the public. ID has put together a template for workstreams to assess progress against milestones. ID and HM to populate milestones. It was agreed this was not necessary for NDP meetings.
17. CD questioned whether we need to be actively encouraging public participation. CM confirmed it is adequate that it is publicised and people can attend, but there will be broader engagement events where the SG will actively encourage attendees.
18. BC- stated that minutes could be adequate for reporting purposes. CM agreed reports not needed.
19. IS suggested process of reporting may be too time consuming. CD agrees.
20. HM wants more a more robust reporting process. Important to keep up to date with each groups milestones and progress plan to meet milestones in time.
21. HM suggested GANTT chart stage 2 needs revising.
22. *ID and HM to review GANTT chart
23. HM highlighted the importance of interdependency of milestones between working groups.

24. HM voted to carry on with existing process of no reporting needed. Majority voted against reporting.
25. HM update- 2.5k received and report needed to identify outstanding money expenditure. Locality funding require evidence and receipts of spend.
26. CM clarified email sent on 19.02 detailing funding 2.5k locality and 2k PC money. £1923.50 spent (as an update from CM email 19.02).
27. IS £2k from PC but CM clarifies that some PC money was used before the grant money came through.
28. *HM to check what can be claimed against locality funding. What needs to be committed/spent by the end of the financial year.
29. HM no more locality funding can be applied for until current grant is spent.
30. CM PC money will expire by end of financial year.

31. IS quotes needed for World Café event to get PO by end of the month for audit. TR working on quotes.
32. *All to be working to commit secured funding by the end of the year.
33. IS £1450 locality grant (incl cart figure paid for PC) so money left in this funding pot. Facilitator, cake and story teller costs need quotes to raise PO.
34. Kim Marie stated that £300 for LLCA training committed
35. IS has sent document to HM with details on money with invoices and cheques so spent, then there's quotes to be chased.
36. HM suggests 2 spreadsheets- commitments to PC funding by end of March (must be committed by PO), same with Locality Funding with what still needs to be spent.
37. HM- Purchase order process put on basecamp as templates. Details set out on basecamp. Quote obtained (less than £1k only one needed, otherwise 3). PO raised by SG member (commissioned on behalf of the steering group). PO request form with quotes sent to CM at PC, he releases PO number to forward to service.
38. CW- do we need to specify where from the budget the money is allocated. HM confirmed it would be useful.
39. PC requests hard copies of receipts etc.
40. *CM to split £100 prize as £50 against grant funding and £50 against PC funding.
41. *HM to amend email address on Form B of handout
42. Lucy Jose has a Bookers Card so PO still needed but VAT retrieval easier for PC. The same goes for printing. Any materials speak to Lucy first as there may be arrangements in place.
43. Lucy can do small scale printing e.g. for meeting agendas.
44. HM- For accountability to PC and bidding, we need financial support for budget statements, applications etc and to provide SG and PC with regular finance supports. Brian Barber happy to support with this and he can be appointed. Won't

be able to attend meetings but volunteer time would be useful to produce such reports.

45. BC- VAT on grant funding?

46. ***BB** to look into this. CM thinks it is exempt.

47. ***BB** to look at VAT exemption and 2 spreadsheets before next meeting.

48. Environment update:

- a. LLCA training £300 with Kath 5th April. Not yet incorporated into budget.
- b. ***Kim Marie** to do PO.
- c. What is the timeline? JE to clarify, but likely to be over the summer. We may need subsequent meetings/ training for people that can't attend 5th
- d. ***CW** to promote LLCA on facebook page.
- e. ***ID** Volunteers that have signed up to be written to for involvement.

49. Business update:

- a. Survey staying open a bit longer. About 120 paper copies sent out, around 30 responses. Emails have also been sent to RAF, NT etc. Emails sent from general survey ,but another push needed for final responses and stakeholder lists.
- b. ***CM and BC** to work on this and identifying holiday lets by walking around AirBnB (around 50 properties). Tag people on facebook with the survey link.
- c. Work to be done around how to get attendees to a networking event. Key note speakers to be paid for? How else can people be encouraged to attend a business event.

50. CSI

- a. ***ID** to contact Akwesi at Locality with housing figure methodology information. ID to clarify will this be coming out of additional £6k?
- b. IS has contacted June Crossland from St Agnes about VCS. IS to set up meeting to look at how VCS and LLCA link and the methodology for VCS. IS to recruit LLCA volunteers to help with VCS. June Crossland happy to help in any way (as a volunteer).
- c. IS to identify what is involved with VCS before the 5th, to avoid duplication of work.

51. Picture of Place

- a. ***CD-** To attend Harbour House Care Home and Pre-school next engagement events.
- b. CM may have useful info of recordings etc. archived that would be useful for such events

AOB

- a. BC- Flood risk session (Simon Jeffrey) and clearly beach/harbour seen as valued elements of Portreath. SMP revision to come out after brexit. CC deferred implication of SMP to NDPs. Should we be looking at flood risk management as part of NDP? CM confirmed PC has looked at this. At the moment the state is to maintain. Kim Marie said that someone in Env group has reviewed the SMP.
- b. ***Kim Marie** to check conclusion drawn on SMP relevance to NDP.
- c. ***HM** to mention this with Rachael Bice when meeting, as it could influence other policy decisions for the NDP.
- d. We have a responsibility to consider it within scope of NDP consultation. AS NDP group we all should collectively be looking into whether flood risk is part of the NDP. This links back to Brian Terry comment of climate change and low carbon environment. Brian Terry offered lateral thinking training session.
- e. CM- TR has left PC so PC are under-represented. Co-opting on to the council with the hope to get more NDP resource. HM suggested it may be good that member may be from outside village of Portreath and in wider parish.
- f. CM- tonights meeting was really well attended and was a success.
- g. HM- 50+ volunteers. LLCA and VCS identified, but any other specific jobs to be identified so that a letter going out to volunteers can include these.
- h. HM- Logo can this be used for PC? CW thinks PC use may dilute identity of NDP. It may confuse people if different organisation are using the logo. We should be neutral and independent of PC. Maybe once the plan is made, but for now it is created to establish the NDP group. Agreed with CD and IS. CM added that NDP pulls together various parts of the parish. NDP a unifying force for whole parish, which currently doesn't have a logo.
- i. BC- is there an obligation to be distinct from the PC?
- j. Kim Marie- for the duration of this piece of work it should be separate, but once the project has been done it can be rolled out more widely. CD and IS agree.
- k. HM- concluded that to keep PC and NDP as separate identities and for now the logo not to be shared between the two.
- l. Kim Marie- how will we get people from outside of the village involved? Notice boards within the whole parish have been updated, the volunteer list is growing. PC and Joyce Duffin have a fortnightly meeting (Bridge group).
- m. CW- When survey was done a sponsored link was sent out to those living within a certain radius of Portreath. But how can we include more people in volunteer work? Word of mouth is important.
- n. Kim Marie- Residents Association? Like in Chapel Meadow. What group (if any) brings them together that we can target and then contact?
- o. ***HM** to look at groups that may bring people together for consultation

p. BC- Lots of farms around Cambrose, is there a farming organisation?

Date of Next meeting- 15th April