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**MINUTES OF THE NDP WORKING GROUP  
HELD IN PORT ISAAC SCHOOL  
WEDNESDAY, 24<sup>th</sup> APRIL 2019 @ 6.30pm**

Present:- Cllrs. Williams, Webster, Coles, Bell and Raynor

Apologies:- Andy Penny

We welcomed Robert Lawrence from ICT

Robert explained that they had previously helped St. Minver through Reg 14 Stage of their NDP, but in their case he had been involved prior to the Public Consultation.

ICT would be happy to set up the Web site, provide the layout for the feedback forms, and provide a weekly list of all replies.

Robert explained that there are basically three forms of feedback

1. Simply to give a name and address with an open space for comments re the NDP.
2. Similar to the Crondall P.C. Feedback form This asks for consent to hold their data, name, address, Whether resident, Local Authority, Developer, Adjacent Parish, or Others Followed by 4 other questions asking if you are in agreement with the NDP, the Vision, Objectives, Planning Policies, or the common aspiration ( Section 7) Followed by Comments listing the policy Number
3. Was a form which asked even more details from the member of the Public followed by a very detailed list of Comments.

We unanimously thought the Crondall form was by far the most suitable.

Together with the forms and on the Website there would be a covering letter giving further details of the Reg. 14 process.

Robert then explained about how he could adjust our Web site to have a drop-down menu. Giving details of the NDP and how the same feedback form could be filled in on line. This would utilise the Smart Survey programme to collate all replies.

Costs :- Approx £40 per week for the 6 to 8 week period. Robert also confirmed that the forms and letter could be ready by the 11<sup>th</sup>. May

Robert mentioned the Website was missing :-

Conditions Statement

Consutation Statement

Consultation Appendicies

NDP Appendices

Nicola gave Robert a stick with all details we hope.

Robert asked if he needed to attend all WG Meetings, we said no but may be called in if required.

We asked Robert to proceed with the forms, letter, Website, and collation as and when.

We then went on to discuss John Sinnott's quote :- £800 for 200 copies of the NDP in a wire bound booklet. 200 copies DL 6pp leaflet, trifold £50

A1 Boards on 5mm PVC at £9 each we would need 14 for the Character Area's

And 4 or 5 Plans of settlement boundaries.

We felt we should try to get a further quotation DR to ask PLC Media to quote.

In view of the urgency Nicola and DR to make a decision as soon as the other quote is received.

We discussed the dates of meetings it was proposed the we hold consultation meetings in Trelights on the 18<sup>th</sup>. and 19<sup>th</sup>. May to be followed by meetings in the School at P.I. on the 25<sup>th</sup>. and 26<sup>th</sup>. May both 10am to 4pm

Penny to confirm with Trelights Methodist Hall DR to confirm with the school.

Press release Nicola to forward the agreed Press release to trio in the Morning for inclusion in the May edition of Trio plus an advert for new members to join the W.G.

Cheryl to ask Dee if she could produce 45 Poster to advertise the meetings we also talked about having banners made either by Atlantic signs or John Sinnott

dependant on who produces the Report.

We discussed possible new members DR to e-mail Janet Townsend and talk to Richrad Hambly. Penny to explore possible members form Trelights may be Julie Monk or David Pentland. Kay Battery, was another name mentioned

Cheryl, and Nicola mentioned Mike Button who we considered would be a useful member as he is a lawyer, but could only attend meetings on Mondays as he works in London.

To this end it was decided the next meeting would be on Monday the 13<sup>th</sup> . May at 6 o'clock prior to the full Council Meeting.

DR to e-mail Carol Mould and ask if we can borrow the St. Minver display boards for the public meetings.

We need to make a comprehensive list of all Businesses to forward NDPs

[the start/finish dates of the Reg 14 consultation 15<sup>th</sup> May-24<sup>th</sup> June.](#)

Meeting closed