

**NOTES OF A MEETING OF THE
Madron Parish Council Neighbourhood Planning
Communications and Engagement Strategy Working Group 20th November 2019**

1. Meeting held at Peter's house. Present were Graham, Simon, Peter, Steve and Geoffrey.
2. The A5 survey form master PDF was shown by Simon. Minor corrections were requested to the text in the return instructions and Simon agreed to action these and submit the finished master to Graham that same night.
3. For the A2 information leaflet, the clarity of the place names on the parish map was queried, and Steve offered to look at possibly improving the quality. The team agreed that we could live with the current version but gave Steve until Friday 22nd Nov to try and make any improvements and send the master to Graham by then. The team also agreed that the Castle an Dinas image should be replaced by one of Castle an Dinas quarry with amended text to clarify the parish boundary.
4. The team agreed that the PDF masters would be submitted by Graham to CC Design & Print by Mon 25th Nov with a survey return date of 19th Dec on them.
5. Simon agreed to print off 12 A4 size Survey posters and leave at Mounts Bay Reception for Friday afternoon for Graham to collect and distribute. 4 to parish noticeboards, 2 to Landithy, 1 to Church, 1 to Chapel. Also to print and leave at Reception some A3 size posters for use by Geoffrey in school NDP presentations.
6. Simon and Geoffrey agreed to conduct the survey of local school children as one day exercises using the on line facility. Simon to do Mounts Bay, Geoffrey to do Humphrey Davy, Cape, St Maddern, and Trythall, all to be completed by 19th Dec.
7. Graham agreed to send master PDFs to Simon and Geoffrey to ensure compatibility between postal and on line surveys.
8. Graham agreed to draft text for the Facebook site and send to Simon.
9. The team agreed to design the survey analysis strategy dependent on the strength of the returns.
10. Graham agreed to try and reschedule the upcoming Steering Group Meeting from 28th Nov to 3rd Dec.
11. Date of next Comms & Engagement meeting will be discussed at the Steering Group.

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Graham Tanner
Chair Madron NDP Steering Group