

Notes of Business, Employment, Transport & Infrastructure (BETI)
Focus Group



3rd March 2016 at Trevelyan House, St Agnes.

Present: Alan Clark, Roger Radcliffe, Vince Falco, Jamie Roberson, Mike Bunt.
Apologies: Bill Forbes

Declarations of interest not recorded in Steering Group Register of Interests:

Vince: Two rental Properties in the Parish
Jamie Runs St Agnes Cycle Hub
Alan Rental property in St Agnes

Matters arising from previous minutes:

None

Project Plan

This was discussed and has been placed on the agenda for next week's Steering Group Meeting.

Main Questionnaire

The Project plan requires this questionnaire to be sent out in June this year. It was therefore felt necessary that all of the Focus Groups must have their draft questions ready for discussion in the Focus Group prior to their April meetings and then pass them on to the Steering Group as soon as possible after they are agreed in each Focus group. But certainly for the SG meeting in May.

This would allow time for the SG to consider them and compile the final draft, for submission to the PC.

It was suggested that all Focus Groups should base the format for their questions on one existing NDP's questionnaire, e.g. Amberley NDP or Rolleston NDP. This, it was felt, would ensure that all the questions were in a similar format.

Alan recommended that everyone read the County Council document – "Keeping it simple" a guide to NDPs which includes a guide on questionnaires. This can be found at www.stagnesndp.org – [Under Resources / Useful Documents](#).

It was agreed that the SG might well have to edit the final questionnaire to remove duplicate questions or even sections to ensure compactness.

Jamie had arranged to have input from a Sustrans officer to assist him prepare his draft questions.

He also raised the subject of using Survey Monkey for the main questionnaire. Alan has also spoken to Colleen on this subject looking for an easier method for analysis of the questionnaire responses. Colleen advised that we can by paying Survey Monkey £20/month, access additional facilities which will allow us to analyse the results with their software. Vince felt that we should consider engaging a survey consultant, but it was agreed that in the first instance we should find out exactly what Survey Monkey offered.

Action Alan

Mike had 'tested' Roger's draft business questions and suggested a few amendments which Roger would consider including in his final draft.

Action Roger

On the question of environmental infrastructure it was agreed that it would be difficult to formulate questions on this topic so Mike would approach South West Water, The Environment Dept. and possibly the SAS and Chris Hines to see if there was any available evidence on such things as sewerage capacity in the Parish.

Action Mike

Resolved that we would all produce and circulate to each other our draft questions by the 17th March so that the final draft could be discussed at our next meeting....

- Alan Infrastructure, Transport and Communications
- Mike Sewerage aspect of Infrastructure plus some suggestions for Communication questions to assist Alan.
- Roger Business

- Jamie Cycle and Footpaths
- Vince Renewables

Action All

Community Engagement

Roger was compiling a list of about ten business people, landowners and developers he would speak to, to try and engage them in the NDP and to gain feedback. Action Roger

Roger and June Crossland had completed another community engagement with the Transition St Agnes group. This had been very well received and some good feedback was gathered – See website for details.

NDP Budget items

There was a discussion on whether we needed to budget for any activities the group was undertaking. It was resolved to request £1500 be budgeted as a contingency in case we decided we needed to engage any consultants. Alan to inform M Lunn. Action Alan

Next Meeting

This would be dedicated to formulating the groups final draft questions.

Date: Thursday 7th April at Chalfonts, Trevaunance Road at 6pm

