

St Agnes Parish Neighbourhood Development Plan
Focus Group Meeting FG1 Minutes 11th January 2016
Venue: 65 Goonown Start time: 5.00pm End time: 6.50pm



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Notes of the focus group

Homes, school places, open spaces, sport and recreation, health and social care.

1. Apologies and welcome

We received apologies from:

- Vicki Crwys-Williams

The following attended

- Jinny Clark
- June Crossland
- Bob Crossland (chair)
- Janet Pearce
- Jackie Cotton
- Annabel Aguirre
- Effie Harris
- Robbie Walton
- Jenny Doble
- Lesley Harris

2. The Minutes of the meeting held on 8th December

These were accepted as a true record. The chair noted that the steering group minutes of the 8th December did not reflect the focus group minutes.

Action: Bob Crossland to send copies of the minutes to the Secretary and Mike Bunt to ensure consistency.

3. Matter arising

There were no matters arising not on the agenda.

4. Declarations of conflicts of interest.

There were no declared conflicts of interest to report.

5. Housing Need questionnaire

The group discussed design, distribution and analysis. It was agreed that design and distribution should be kept local and "in house" but analysis should be external to ensure validity and transparency.

Cornwall Council have quoted £1,298.76 for printing, folding envelopes and postage if we intend to use their standard survey the officer support in formulating the survey and report will not be charged for. The group agreed that funding should be focused on analysis to ensure validity and that distribution should be kept local and based on volunteers to ensure best value and community engagement.

Action: June Crossland to contact Nick Marsden to confirm costs.

Action: June Crossland and Jinny Clark to request funding for the survey from the steering group.

Robbie Walton informed the meeting that he met Andrew George from CRCC. Though it was interesting and CRCC would be useful to consult at a later date it was premature to engage with them at this time.

The group then discussed the questionnaire in detail. It was agreed that the St Germans Parish questionnaire provided a helpful start but it required significant amendment to be fit for our purpose.

It was agreed that the questionnaire required a clear and inviting introduction. The first part should be about general housing need, the second about affordable housing. That it should be structured to enable the person completing it to answer the applicable sections. The group considered that it should as much as possible articulate aspirations as well as describe the current situation and importantly be grounded in policy and the NDP process.

It was agreed that:

- All group members to submit amended and proposed questions to Robbie Walton by 15th January.
- June Crossland will assist Robbie with a fresh introduction to the questionnaire by 19th January.
- Robbie would collate (Jinny offered assistance) the responses and integrate into a first draft questionnaire by 19th January.

- Robbie would circulate the first draft to the group by 20th January.
- The group will respond to Robbie acceptance or otherwise of the first draft by 25th January.
- Robbie to complete the final draft will be completed by 31st January.
- The draft will be submitted to the steering group on the 10th February for approval. Copy to Bob Crossland.
- The steering group will request the Parish Council to endorse the questionnaire at its meeting on the 15th February.
- After 25th February Annabel to take the approved version to the communications team to consider design issues
- 22nd February Focus Group meeting

6. Date of next meeting

We will meet on Monday 22nd February at 5.00pm at 65 Goonown