

St Agnes Parish Neighbourhood Development Plan
Focus Group Meeting FG1Minutes 17th March 2016
Venue: 65 Goonown Start time: 5.00pm End time: 6.45pm



www.stagnesndp.org

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:

- Lesley Harris
- Jenny Doble

The following attended

- Jinny Clark
- June Crossland
- Bob Crossland (chair)
- Janet Pearce
- Jackie Cotton
- Effie Harris
- Annabel Aguirre

2. The Minutes of the meeting held on 22nd February 2016

These were accepted as a true record.

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 noted that the Steering group approved v5 of the questionnaire and the Parish Council approved the requested spend.

Bob reported on the meeting with Nick Marsden where the following timetable was provisionally agreed:

- The final version of the questionnaire will be ratified by the Steering Group on the 13th April.
- Nick Marsden will provide the technical explanation (how to access the survey on line) for the covering letter. The focus group will agree the content of the covering letter on 22nd March. Comms team requested to attend.
- The letter will be approved asap and forwarded to Nick Marsden ready for posting.
- Cornwall Council will send the letter to all households in the Parish in order that the survey can commence.
- We propose that April is used to raise awareness and promote the survey.
- The housing survey will open on 2nd May and will close on the 27th May.
- 2nd May to 27th May volunteers will encourage that surveys are being completed on line and wherever necessary providing people with a hard copy.
- On the 30th May Nick will close the survey down to the general public
- 31st May to 3rd June all the hard copy questionnaire will be collected and distributed to volunteer inputters. We will need to ensure the confidentiality of the process
- 6th June to 10th June input data from physical copies.
- Analysis completed by Cornwall Council by 24th June

The group discussed options for distributing hard copies of the questionnaire. Four options were identified

Option 1. A copy of the questionnaire is enclosed with the covering letter by Cornwall Council. This is the preferred option but it was acknowledged that the cost may preclude it.

Option 2. Copies are distributed from locations to be decided in each ward. The locations staffed by volunteers at agreed times. Once per week? The group considered that using voting locations on the 5th May would be a good start. Noting the rules around voting stations. This would reduce the number of questionnaires printed and would not be too onerous on volunteer time. This is the preferred option.

Option 3. Deliver by hand to all households. Not considered practical.

Option 4. Printed copies delivered with the Bolster in May. Acknowledged that not every household receives the Bolster but agreed that the option should be explored.

Action. Bob to contact Nick Marsden with proposed changes to the questionnaire

Action. Bob to contact Nick Marsden to confirm possibility and cost of CC sending the questionnaire.

Action. Bob to ask Nick for screenshot for netigate

Action. Bob to contact Mike Lunn to get quotes for printing questionnaires and timeframe.

Action. Annabel to contact Mike Bunt to attend the meeting on 22nd

Action. Bob to send focus group a copy of the current CC covering letter

Action. All to consider rewording covering letter for 22nd

Action. All to consider questionnaire wording/formatting/user friendliness for 22nd

Action. Annabel to consider publicity with comms team

6. Date of next meeting

We will meet on Tuesday 22nd March at 5.00pm at 65 Goonown

And

5th April at 6.00pm at Jinny Clark's Trevelyan, 3 Beacon Drive St Agnes TR5 0NT