

**St Agnes Parish Neighbourhood Development Plan**  
**Meeting 11 Minutes – NDP – 10/02/2016**  
 Venue: Mithian Village Hall Start time: 7.01pm. End time: 9.02pm



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**Agenda:**

1. Welcome and introductions, apologies for absence
2. Actions from previous meetings (not covered by the agenda)
3. Feedback from the Parish Council
4. Summary of progress of Focus Group 1 - Housing, Education and Community Facilities
5. Summary of progress of Focus Group 2 - Landscape, Natural and Built Environment
6. Summary of progress of Focus Group 3 - Business, Employment and Infrastructure
7. Summary of progress of Project Support Group
8. Consultation Planning
9. Parish Council Public Meeting February 17th
10. Finances and fundraising
11. AOB
12. Date and Location of next meeting/s

**1. Welcome and Introductions, apologies for absence**

**Attendees;**

<b>Cheryl Marriott</b>	<b>Pauline Barrow</b>	J Crossland
<b>Roger Radcliffe</b>	<b>Amanda Baines</b>	D Rodda
<b>Dawn Brown</b>	<b>Linda Davies</b>	G Windmill
<b>Mike Lunn</b>	Colleen O'Sullivan	Diane Wetherill
<b>Mike Bunt</b>	Ben Wheeler	Robert Wetherill

**Non-Attendees/Apologies received;**

Alan Clark, Jinny Clark, A Aguirre, Dr B Smith, June Crossland, B Crossland, V Falco.

**2. Actions from previous meetings (not covered by the agenda)**

- 13/01/2016 NDP meeting 10 minutes
  - Paragraph 1 - The Parish Council expressed their sincere thanks to all those in the NDP and all their associated work
  - All the rest is ok
- M Lunn has checked through the ToRs info regarding the correct procedure for quotes
- M Bunt to continue working on the consultation toolkit, info further into the minutes

**ACTION:**

**A Baines** to review the list of external hard drives and purchase for the NDP, and submit the invoice into Mike Lunn at Finance

**3. Feedback from the Parish Council**

- Due to the Parish Council meeting overrunning, P Barrow could not report to the Parish council regarding the NDP
- Councillor Brench requested an up to date expenditure budget of the NDP for the next Parish Council meeting.
  - The request has already been completed and sent in to the Clerk at the Parish Council.
  - A hard copy was also passed to P Barrow at the SG meeting 11
- It was suggested that June Crossland attend a future Parish Council Meeting regarding the Housing needs survey draft which has gone out to the Parish Council as she was unable to attend the next one.
- With regards to the LLCA, P Barrow will be stressing how important it was to have one done for the Parish.

**ACTION:** M Lunn to email expenditure list to P Barrow

#### 4. Summary of progress of Focus Group 1- Housing, Education and Community Facilities

- They have got as far as drafting the Housing Needs Survey (HNS) with Nick Marsden
- The HNS questions will be signed off, after the Parish Councils comments are considered, by the Steering Group before printing and going out to the public
- Roger asked if we could be kept informed as to the movement of work in the Focus groups so that we are always up to date, so we have sight of items before they go out, so any amendments required are agreed and updated before presenting them to the Parish Council

##### FG1 – ACTIONS:

**C Marriott** to distribute Housing Needs Survey - **Completed**

#### 5. Summary of progress of Focus Group 2 - Landscape, Natural and Built Environment

- Their main focus was the LLCA and it should cover St Agnes for License mapping (S Herman is looking into this)
- Ben Wheeler, a volunteer experienced in Geographical Information System mapping, is happy to liaise with the different Focus Groups who are working on mapping to produce whatever maps we need
- J Crossland has drafted a consultants' brief for the LLCA and has in mind three Landscape Architects who we will ask for quotes.

##### FG2 – ACTIONS:

**C Marriott** to forward FG Meeting Minutes to A Baines

**C Marriott** to forward B Wheelers email address to A Baines

**L Davies** to put S Herman in touch with B Wheeler

#### 6. Summary of progress of Focus Group 3 - Business, Employment and Infrastructure

- They have done a business profile
- Data gathering is still ongoing and are using other NDP packs for inspiration
- They are now at the stage of each section creating a set of between 5 and 10 questions for the questionnaire
- The local plan for St Agnes has been amended, and it might be worth passing the information onto Focus Group 3
- Any comments made for the local plan can be forwarded to the Inspector
- One item to ensure we think about in terms of business/employment is that there are approximately 600 homes in St Agnes with people working from home and the way people are working is changing

##### FG3 – ACTIONS:

**R Radcliffe** to forward FG Meeting Minutes to A Baines

**TO ASK J Crossland** about the HNS data project paragraph and the wording, and can this be clarified

#### 7. Summary of progress of Focus Group 4 - Project Support Group

- They have emailed 88 volunteers, with 12 being incorrect email addresses. 30 have responded and are willing to help in various ways but mainly with leaflet distribution
- They have 7-8 contacts still to be contacted by telephone
- They have also looked at royal mail and their mail delivery service
  - For £35 – they will deliver 1,000 leaflets
  - In any area, in any way (e.g. political area, postcode area, parish council area)
  - They can also provide proof of delivery

- There was some discussion on whether a whole Parish area could be selected... Mike B to confirm this.
- ‘Rogers Roadshow’ – tour- is ongoing
  - Blackwater – Poppins, done and got some useful feedback; see appendix to FG3 minutes.
  - Others in the ‘pipeline’ included: Blackwater Village Hall Trust (Cheryl substituting for Roger), Transition St Agnes, Chamber of Commerce & St Agnes WI.
  - More groups and opportunities were being sought
- J Crossland and R Radcliffe have honed the presentation and it works very well in bringing in new interest and community engagement
- There has been a community response to the change in energy from oil to green energy
- They have designed a leaflet for the NDP – need £100 to print it off with Mandy Kimmins
  - Proposed: M Lunn, Seconded: Dawn Brown – Unanimous agreement also.

#### **FG4 – ACTIONS:**

**M Bunt** to forward minutes/summary when completed

**To continue going through the Toolkit and to come up with a list of possible recipients of our presentation.**

#### **General comments on Focus Groups:**

- The process for requesting finances is as follows:
  - Put forward your request to the Steering group
  - The Finance team request approval from the Steering Group and the Parish Council if it is above the £500 spending limit.
- ToRs to be made available once people become members of a focus group
- Focus Groups to report at Steering Group Meetings via a summary delivered by their Focus Group Lead
- All Focus group minutes to be made available on the NDP website
- Focus Group Leads contact details are now available on the website
  - FG1 – Bob Crossland – email: *bobgoonown65@gmail.com*
  - FG2 – Cheryl Marriott – email: *cherylmarrriott97@yahoo.co.uk*
  - FG3 – Alan Clark – email: *alannclark@gmail.com*
  - FG4 – Mike Bunt – email: *mike.bunt1956@gmail.com*

### **8. Consultation Planning**

- Resolved that we must have questions ready from the Focus groups for the main questionnaire, as June as a potential date is fast approaching
- We may need to prepare a separate project timeline for the questionnaire production, to keep the process on track, to include printing, design, distribution etc.
- A Draft questionnaire would need to be ready for April’s SG meeting, for sign off in May and Print/Distribute in June, so time is of the essence

#### **ACTION:**

**A Clark** to think about the timeline for questions to focus the Focus Groups

### **9. Parish Council Public Meeting February 17th**

- We discussed at length the upcoming public meeting and the nature of our capacity at the meeting
- We agreed to take on board any questions, concerns and comments and bring them back to the SG meetings, and answer what we can, and take on board all comments going forward in the project

**ACTION:**

**C Marriott** to compile 'key messages' document for the Steering Group members attending the public meeting

**M Bunt** to forward the minutes to A Baines or a member of the NDP Steering Group when available - **Completed**

**10. Finances and fundraising**

- We discussed the provisional cost estimates.
- It is difficult to get like for like quotes to show competitive prices with the same facilities.

**ACTION:**

**M Lunn** to distribute an expenditure form to the Focus Groups for them to fill in with their group's predicted expenditure

**11. AOB**

- We discussed the Local Plan with Colleen O'Sullivan
  - The local plan had mentioned a Category C Settlement, and also included St Agnes within the local plan. However, there is no information explaining what a Category C Settlement is
- There was a discussion on whether the NDP could have any bearing on several large rumoured developments? It was agreed that all we can do is to ensure that the plan is produced without delay.
- The St Agnes Website has developed problems due to storing large quantities of files, which has caused the site to become unstable.
  - Its recommended that a new website be created by a professional, that then can be managed by M Bunt
  - The site has to be able to utilise the facilities and change with a straight forward content management system
  - M Bunt has managed to source a professional who will complete the work at a considerably reduced price with a maximum build cost of £300
  - The quote is as follows: 12-15 hours work at £20 per hour, with a maximum cost of £300
  - The Steering Group unanimously agreed to go ahead with the website build.
- North Coast Cluster Group – the matter of sustainable drainage had been raised. Cllr Forbes offered his expertise in this area. FG3 to invite him to their next meeting.
- S Herman has passed on information from the Cornwall Land Community Trust that they would like to offer their support to Focus Group 1 - Housing, Education and Community Facilities
- Roger's Presentation Roadshow – the question was asked if we could go to Porthowan Community Meeting
  - We can do a coffee morning; we need to look at what available venues there are in Porthowan

**ACTION:**

**C O'Sullivan** to check about local plan query and come back to D Brown

**L Davies/P Barrow** to look into the available venues there are in Porthowan for the Presentation Roadshow

**M Bunt** to invite Cllr Forbes

**12. Date and Location of next meeting/s**

- The next Steering Group meeting:
  - Date: 09/03/2016 between 6.45pm and 9.00pm (time could be subject to a later start, depending on which room we have confirmed)
  - Venue: Blackwater Village Hall
  
- The next three Steering Group meetings are now booked: (Any changes will be forwarded)
  - Date: 13/04/2016 between 6.45pm and 9.00pm
  - Venue: St Agnes Parish Rooms (could be subject to change)
  
  - Date: 11/05/2016 between 6.45pm and 9.00pm
  - Venue: Mount Hawke Village Chapel

**ACTION:**

**A Baines** to look into the room availability of the venue for March

**ACTIONS FOR NDP 10 MINUTES ARE COLLATED BELOW:**

- **A Baines**
  - To review the list of external hard drives and purchase for the NDP, and submit the invoice into Mike Lunn at Finance
  - To look into the room availability of the venue for March
  - To update and distribute the Yearly Planner – Ongoing, with new update
  - To forward a separate copy of all the upcoming Agenda to Sue (Clerk) in larger font and bold text – Ongoing
- **A Clark**
  - To think about the timeline for questions to focus the Focus Groups
- **C Marriott**
  - To distribute Housing Needs Survey – **Completed**
  - To forward FG Meeting Minutes to A Baines
  - To forward B Wheelers email address to A Baines
  - To compile ‘key messages’ document for the Steering Group members attending the public meeting - **Completed**
- **R Radcliffe**
  - To forward FG Meeting Minutes to A Baines
- **TO ASK J Crossland** about the HNS data project paragraph and the wording, and can this be clarified
- **M Lunn**
  - To email expenditure list to P Barrow
  - To distribute an expenditure form to the Focus Groups for them to fill in with their group is looking to spend
- **M Bunt**
  - To forward documents when completed
  - To continue going through the Toolkit and come up with a list of possible audiences for our presentation
  - To forward the minutes to A Baines or a member of the NDP Steering Group – **Completed**
  - To invite Cllr Forbes
- **L Davies**
  - To put S Herman in touch with B Wheeler
- **L Davies/P Barrow**
  - To look into the available venues there are in Porthtowan for the Presentation Roadshow
- **FG Leads**
  - To email M Lunn with their projected expenditure
  - Please forward your meetings minutes, as well as your previous and futures meeting dates, times and locations to A Baines, and A Baines will forward to M Bunt to post on the website – Ongoing
- **C O’Sullivan**
  - To check about the local plan query and come back to D Brown