

St Agnes Parish Neighbourhood Development Plan Meeting 12 Minutes – NDP – 09/03/2016

Venue: Blackwater Village Hall Start time: 6.59pm. End time: 9.10pm



www.stagnesndp.org

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 Groups:
 - Focus Group 1 - Housing, Education and Community Facilities
 - Focus Group 2 - Landscape, Natural and Built Environment
 - Focus Group 3 - Business, Employment and Infrastructure
5. Summary of progress of Project Support Group
6. Engagement of Stakeholders, Landowners, Developers etc.
7. Project Planning – Key Dates and Costs for surveys and assessments
8. Key Dates & Costs for questionnaire production and agreement
9. Consultation Events – Planning & Costs
10. Finances and fundraising
11. AOB
12. Date and Location of next meeting/s

1. Welcome and Introductions, apologies for absence

Attendees;

Cheryl Marriott
Alan Clark
Dawn Brown
Mike Lunn
Mike Bunt

Pauline Barrow
Amanda Baines
Linda Davies
Jinny Clark
June Crossland

Bob Crossland
Dave Callaway
Graham Windmill
Diane Wetherill
Robert Wetherill

Non-Attendees/Apologies received;

Roger Radcliffe, Diane Rodda, Annabel Aguirre, Colleen O'Sullivan, Dr B Smith, Vince Falco, Ben Wheeler.

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

- 10/02/2016 NDP meeting 11 minutes
 - Minutes – the Green Energy Point – Remove it, as it is not relevant
 - All the rest is ok and minutes agreed as correct
- Pauline and Linda are still looking into when and where in Porthtowan Roger can deliver his presentation. They will check what other events are going on that we may be able to piggyback on to
- Mike Bunt has invited Cllr Forbes to a Focus Group 3 meeting, and he will come at some point
- Mike looked into the Royal mail option for delivering leaflets
 - Royal Mail cannot designate a parish area – individual postcodes would have to be specified.
 - there is a minimum charge of £500 for contract
 - we could re-utilise the postcodes gathered for the previous survey
 - D Calloway works for Royal Mail so offered to help if it would be useful.
- Responses & Advertising –
 - School newsletters will be a good way to publicise the NDP – St Agnes, Blackwater, Mt Hawke and Mithian
 - The SG think banners in each ward are a good way to advertise the NDP and associated surveys, we think generic banners would be useful to keep cost to a minimum as they would be reusable

ACTION:

M Bunt to look into quotes

3. Feedback from the Parish Council

- There was positive feedback in general for NDP
- B Crossland attended a Parish Council meeting and gave a short presentation on our proposed Housing Needs Survey. Final draft of the NDP's Housing Needs Survey and associated expenditure of approx. £1200 was approved by the Parish Council

ACTION: None noted

4. Summary of progress of Focus Groups:

FOCUS GROUP 1- Housing, Education and Community Facilities

- Main Focus is Housing Needs Survey – June Crossland is meeting Nick Marsden to discuss the logistics and content of the HNS. Once information has been gathered June will link back the information via email.
 - We did discuss the need to have a full timeline of the creation, printing, distribution and feedback from the community.
 - There was a discussion on how best to distribute and promote the HNS. It was felt that every household should receive a paper copy of the survey and that public events should be held in each ward to promote it.
- C Marriott asked about self-build plots and it seems that some new developments are allocating space to a number of self-build plots – we agreed we need to address this as a question in the main survey
- GIS Mapping – L Davies spoke with the PC clerk and – they do not have a digital Ordnance Survey license we discussed that we will be using open source mapping liaising with Ben Wheeler
 - Maps from Cornwall Council come under the CC map license
- Next focus will be looking at open spaces at the next FG meeting

FG1 – ACTIONS:

J Crossland or P Barrow to add to PC agenda

FOCUS GROUP 2 - Landscape, Natural and Built Environment

- **Local Landscape Character Assessment – Revised timetable:**
 - 11th March – deadline for receipt of quotes
 - 22nd March – Notification of decision
 - 25th April – Target for commencement
 - 7th May – First Workshop
 - End June – Target date for completion
- **Historic Environment:**
 - Peter Rose has moved on from evidence gathering to researching the policy context. Ben Wheeler will be helping with mapping of Historic Environment information.
- **Biodiversity:**
 - Evidence gathering is done, now need to interpret and distil this into text for the NDP.
 - Members of the group are already familiar with the policy context.
- **Consultation:**
 - The group has started to think about consultation questions
- C Marriott has asked Bill Makin to take over as Focus Group Lead, and Bill has accepted
- LLCA – J Crossland is conscious that when the volunteers will be mobilised she will be away
 - Day workshops – 7th May, 18st May, 21st June, and 2 months from 7th May for consultation

FG2 – ACTIONS:

A Baines to amend the Minutes to reflect the change of FG lead for FG2 - **Completed**

M Bunt & J Crossland to arrange an email to volunteers within the next week requesting help with the LLCA

FOCUS GROUP 3 - Business, Employment and Infrastructure

- R Radcliffe is talking to business owners in the Parish
- Questionnaire date was discussed as the focus group members feel that the date of the questionnaire going to the public could coincide with the referendum election and the questionnaire be mistaken for campaign mail, and therefore inadvertently discarded
 - The FG members suggest we hold back the questionnaire one week to avoid the referendum
 - All SG members present agreed
- The Focus group are now collating the questions, and by their 7th April meeting they will be ready to discuss and sign off the questions
 - The Steering Group will be presented with questions at the April SG meeting, with a view to discuss and then sign off the questions at May's SG meeting
- R Radcliffe & A Clark looked at previous data analysis, and contacted CRCC & C O'Sullivan
 - C O'Sullivan came back with info on using survey monkey for data analysis, but does come with a fee
 - CCRC have yet to get back to them
 - We discussed the Previous data analysis, and the type of questions with generic answers, as well as the difficulties that can come up in analysing the data results
- M Bunt explained that he was trying to formulate some questions on sewage and surface water drainage

FG3 – ACTIONS:

None noted

5. Summary of progress of FOCUS GROUP 4 - Project Support Group

- Focus Group Minutes – we discussed the Focus Groups minutes and that it would help both A Baines and M Bunt greatly if we could have the minutes in before the SG minutes go out, and also if we could also have a summary which would make it easier and quicker for the FG summaries to be compiled quickly in the SG minutes
- New NDP Website is now live – www.stagnesndp.org
 - Cloud Cuckooland is our cloud
- NDP Leaflets – 250 produced £45 with £16 for a Perspex holder
 - About 100 of these had been handed out at the Parish Council Public Meeting. The remainder were being distributed in pubs and shops around the Parish
 - There was originally £100 budget allocated, and they will spend some of the remainder to produce more leaflets (Which will include Cheryl's amendments!)
- We discussed HNS profile raising and a publicity campaign
 - Utilising the Bolster magazine, our website, Facebook, West Briton newspaper etc
 - Events would be useful to raise HNS and NDP awareness

FG4 – ACTIONS:

M Bunt to liaise with West Briton on the importance of the HNS for St Agnes Parish and to attend the next FG1 meeting.

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 – Bill Makin – email: *bill.makin@nationaltrust.org.uk*
 - FG3 – Alan Clark – email: *alannclark@gmail.com*
 - FG4 – Mike Bunt – email: *mike.bunt1956@gmail.com*

6. Engagement of Stakeholders, Landowners, Developers etc.

- R Radcliffe is talking to business owners in the Parish
- They have discussed the timing of approaching land owners and developers, but its felt that it could be too early at the moment to engage them

ACTION:

C O’Sullivan invite to next SG meeting to put questions regarding business owners, land owners and developers

7. Project Planning – Key Dates & costs for surveys & assessments

- We need to catch-up on the time otherwise the timeline could slip to April 2018
 - The timeline is under discussion to find ways to claw back time in certain areas
- We discussed the timeline, and the HNS timeline
 - J Crossland will know more on 10th March

ACTION:

J Crossland to relay information back to A Clark on the HNS timeline

All Any items involving budget and spend schedule to be sent to A Clark and M Lunn, for budget sheet updates and procurement of funds.

8. Key Dates & costs for questionnaire production & agreement

- This will be a key focus for the next steering group meeting

ACTION:

None Noted

9. Consultation Events – Planning & Costs

- It was felt that the PC public meeting had been very positive for the NDP with the public asking how they could support us and asking if anything could be done to speed up the NDP process.

ACTION:

Non Noted

AGENDA POINT: Consultation events and how they would look – discuss in next meeting

10. Finance & Fundraising

- LLCA – was discussed in brief and it was agreed that the LLCA would need to be presented to the Parish Council. J Crossland would like to attend with a presentation and approval of costs.

- L Davies asked a question regarding open spaces and could CIL money be used on sports pitches and could money be utilised outside our parish? (this was mentioned at the Parish Council)
 - J Crossland from what she understands, only if there is a sports facility boundary overlap between parishes. We all agreed that we would need clarification
- We discussed expenditure and funding, and looked into confirming expenditure
 - The application to Localities will be submitted at the end of the month
 - We agreed M Lunn should go ahead with the application for funding to Localities at the end of the month using known and estimated costs for HNS, LLCA and main questionnaire
 - We discussed the funding and expenditure from Parish Council
 - Currently working on the application to the Lottery

ACTION:

C O’Sullivan to look into potential for CIL funding money being used in neighbourhoods outside of our Parish and get back to us. Also, if there is a draft CIL document, please may the SG group see it?

11. AOB

- We discussed the basic conditions statement and how to compile the statement
- The Hall at Blackwater will no longer be suitable on Wednesdays as there is a band in the large room and it will be very noisy. We will look what other days are available for Blackwater meetings.

ACTION:

C Marriott to look into the basic conditions statement further, find an example and forward to A Baines to distribute

12. Confirm Date and Location of next meeting/s & Key agenda items

- The next Steering Group meeting:
 - Date: 13/04/2016 between 6.45pm and 9.00pm
 - Venue: St Agnes Parish Rooms (could be subject to change)
- The next three Steering Group meetings are now booked: (Any changes will be forwarded)
 - Date: 11/05/2016 between 6.45pm and 9.00pm
 - Venue: Mount Hawke Village Chapel

ACTION:

None Noted

ACTIONS FOR NDP 10 MINUTES ARE COLLATED BELOW:

- **All**
 - Any items involving budget and spend schedule to be sent to A Clark and M Lunn, for budget sheet updates and procurement of funds - **Ongoing**
- **A Baines**
 - To amend the Minutes to reflect the change of FG lead for FG2 - **Completed**
 - 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**
- **C Marriott**
 - To look into the basic conditions statement further, find an example and forward to A Baines to distribute
- **J Crossland**
 - To relay information back to A Clark on the HNS timeline
- **M Bunt**
 - To liaise with West Briton on the importance of the HNS for St Agnes Parish and to attend the next FG1 meeting.
 - To look into quotes for banners
- **M Bunt & J Crossland** to arrange an email to volunteers within the next week requesting help with the LLCA
- **J Crossland or P Barrow** to add to PC agenda
- **FG Leads**
 - To email M Lunn with their expenditures - **Ongoing**
 - 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 look into potential for CIL funding money being used in neighbourhoods outside of our Parish and get back to us. Also, if there is a draft CIL document, please may the SG group see it.
 - Invite Colleen to next Steering Group Meeting to put questions regarding business owners, land owners and developers