

St Agnes Parish Neighbourhood Development Plan
Meeting 13 Minutes – NDP – 13/04/2016
 Venue: Parish Rooms, St Agnes Start time: 7.03pm. End time: 9.10pm



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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 Groups:
 - o Focus Group 1 - Housing, Education and Community Facilities
 - o Focus Group 2 - Landscape, Natural and Built Environment
 - o Focus Group 3 - Business, Employment and Infrastructure
5. Summary of progress of Project Support Group
6. Main Questionnaire:
 - o Content
 - o Timetable
 - o Costs
7. Consultation Events:
 - o What will we need?
 - o How Many?
 - o When?
 - o Who can organise these as project support already very busy?
8. Finances and fundraising
9. AOB
10. Date and Location of next meeting/s

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

Attendees:

Cheryl Marriott
Roger Radcliffe
Mike Lunn
Alan Clark

Jinny Clark
Mike Bunt
Pauline Barrow
Linda Davies

Amanda Baines
 Graham Windmill
 Diane Wetherill
 Robert Wetherill

Non-Attendees/Apologies received:

Dawn Brown, June Crossland, Bob Crossland, Dave Calloway, Annabel Aguirre, Colleen O'Sullivan, Dr B Smith, Vince Falco, Ben Wheeler.

Diane Rodda is now focusing on supporting the focus groups and will no longer be attending the steering group meetings regularly, therefore will be omitted from the regular attendance recording.

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

- 09/03/2016 NDP meeting 12 minutes.
 - o Minutes – Amend Title on Actions sheet from NDP 10, to: NDP 12. - **Completed**
 - o All the rest ok and agreed as correct.
- Cheryl has found some examples of the Basic Conditions statement, and will distribute these soon.
- Actions for Colleen O'Sullivan have been missed due to not appointing someone to contact Colleen. We do need someone to liaise with Colleen on a permanent basis to forward actions and feedback, plus inviting Colleen to future meetings etc. Amanda agreed to this.

ACTION:

Amanda Baines to become permanent liaison for Colleen O'Sullivan

3. **Feedback from the Parish Council**

- Pauline read a relevant section from minutes from the Parish Council on 21st March when June presented to them about Local Landscape Character Assessment. There was comment from a Planning Agent, Paul Bateman, about an appeal decision locally and the need to tie our Landscape Policies to the National Planning Policy Framework.

4. Summary of progress of Focus Groups:

FOCUS GROUP 1- Housing, Education and Community Facilities

- The hardcopy of the HNS was discussed with Nick Marsden, and he was happy with some tweaks to the text.
- The HNS is now ready for review and sign off.
- We are not being invoiced for his analysis of the results, as they are using our survey as a test case for their survey production facility. The cost would have been in the region of £580 if we had been invoiced for their services.
 - They will monitor the online section for any glitches etc. and notify us promptly.
- The NDP Steering Group team and Focus Group involved in this would like to thank Nick Marsden and his team for their generous offer of free services and for their advice.
- Arrangements are being made to site HNS collection boxes for the returned surveys at the following locations;
 - Blackwater Post Office
 - Mithian, Miners Arms
 - Mounte Hawke Post Office
 - Porthtowan Post Office/Store
 - St Agnes Post Office/Nisa Shop
 - St Agnes, Parish Rooms
- We are now moving on to look at the questions for the main questionnaire

FG1 – ACTIONS:

Linda Davies to follow up on the Box for Porthtowan Post Office/Store

FOCUS GROUP 2 - Landscape, Natural and Built Environment

- The Focus Group had a new member Tim Thompson
- Main focus has been setting up the Local Landscape Character Assessment work
- Looked at design guides, particularly the Carrick Design Guide and the relevance to us and the main questionnaire.
- Draft questions produced and will be circulated for comments

FG2 – ACTIONS:

None Noted

FOCUS GROUP 3 - Business, Employment and Infrastructure

- Have had 2 meetings since the last SG meeting.
- They have a full set of questions completed, and have whittled it down to a good set of useable questions, including subjects; Employment, Transport, Infrastructure, Drainage, Local Amenities, Local/Renewable energy, which have all been reviewed and formatted by Vince Falco.
- They looked at aspirational services, such as underground cabling, and what future benefits it could have.
- Working on new program timeline, and ways to shorten time.

FG3 – ACTIONS:

Alan Clark to send a copy of a spreadsheet file that wants tweaks to utilise MS excel to Amanda Baines

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

- We discussed the pitfalls of using URL's (online link addresses) for the HNS. It was agreed to refer to a link for the online HNS and the NDP's FB page and website.

- We discussed the HNS and that it is ready for approval and we do need to move on agreeing sign off of the HNS so that it can be sent for printing and enveloping.
 - HNS was agreed unanimously.
 - We also agreed to send the HNS off to Mandy Kimmins to print on Thursday 14th April at 9am.
 - The Parish Rooms have been booked for enveloping the HNS on Tuesday 19th April from 10am – 4pm
- The West Britain article is to go out on the 2nd May, and we need to do the following;
 - Compile the Article content.
 - Send to West Britain.
 - Put the same article in the Bolster, we need the article ready by 15/16th April for publishing the 1st week in May.
- We discussed the Large Banners for the Wards.
 - We unanimously agreed the size to be 8ft x 3ft.
 - We also unanimously agreed the colours.
- We discussed the dates and venues in the LLCA document, and that they needed correcting.
 - The LLCA dates and venues are:
 - 7th May 2016 – Etherington Farm Shop, Wheal Rose – 10am-4pm (refreshments provided).
 - 18th May 2016 – Porthowan Village Hall – 7pm-9pm.
 - 21st June 2016 – Blackwater Village Hall – 7pm-9pm.

FG4 – ACTIONS:

Cheryl Marriott to compile and article for the West Briton and The Bolster magazine

Mike Bunt to send in an article and ask if they wish to have an interview with Chair

Mike Bunt to contact Mandy Kimmins to put an article in the Bolster

Mike Bunt to update the LLCA volunteer document with the dates and venues – **Completed**

Mike Bunt to forward Housing Needs Survey to printers

Mike Bunt to complete the Royal Mail postage paid licence and design the envelope and for to printers.

Mike Bunt to arrange volunteers for stuffing event on 19th April.

Mike Bunt to get Housing Needs Survey to leaflet distributors along with the list of postcodes.

Mike Bunt to email volunteers to request help with LLCA.

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. Main Questionnaire

Content

- We discussed the number of answers available to the reader, and that we should not have 5 available answers, which could allow for a neutral answer.
- There is also the possibility that there will be question overlaps from each focus group to be aware of.
- Other Focus Group members can offer support to FG1 to collate their questions together quicker.
- At our next SG meeting we agreed that we will gauge whether we need a separate meeting to finalise the questionnaire content.

Timetable

- We need to have the questionnaire out to the public before the school holidays begin.
- The turnover for the questionnaire to be with the public was agreed to be 3 weeks.
- It was agreed that the opening and closing dates for the main questionnaire would be:
 - 7th July – 28th July

Costs

- We discussed the costs and quotes we have had.

ACTION:

Cheryl Marriott to contact Mike Lunn about quotes for the main questionnaire

Mike Lunn to distribute email on quotes to acquire info from Steering Group

Jinny Clark to request an agenda item in the Parish Council Meeting on 9th May to approve estimated costs of the NDP main questionnaire.

7. Consultation Events – Planning & Costs

What will we need?

- We need events to coincide with the main questionnaire. These events will allow the steering group and focus groups to discuss the main questionnaire with the community and encourage their participation. It will also give us a chance to have more detailed discussion on topics like the LLCA and perhaps site allocation.
 - We need to book appropriate rooms in all the St Agnes Parish Wards.
 - We agreed weekdays would be better dates to use.
 - Possible Venues are: Blackwater Village Hall, Mithian Village Hall, St Agnes Miners & Mechanics Institute, Mounte Hawke Village Chapel, Porthtowan Village Hall. (Blackwater Village Hall has an online calendar to view available rooms).

How Many?

- Five Separate drop-in events, one in each ward.

When?

- The date window for the events are: 14th July – 22nd July between 3pm and 7.30pm.

Who can organise these as project support already very busy?

- Amanda Baines to organise room bookings.

ACTION:

Amanda Baines to contact all possible venues, and book dates for the five wards (one each) between 14th & 22nd July, then forward the dates to the Steering Group

Amanda Baines to forward the Porthtowan contact telephone number to Linda Davies - **Completed**

Linda Davies to forward the Porthtowan contact email address to Amanda Baines- **Completed**

8. Finance & Fundraising

- We discussed the costings on HNS, the Main Questionnaire, Leaflet printing.
- Localities bid going in of £9,000.00.

ACTION:

No New Actions

Previous actions to be followed up by the Liaison for Colleen O'Sullivan

Colleen 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 Cornwall Council CIL document proposed, the SG would like to see it.

Colleen O'Sullivan Invite Colleen to the next Steering Group meeting to capture all areas mentioned.

9. AOB

- Pauline Barrow will not be in attendance at the next Parish Council meeting, Linda Davies will stand in for Pauline as NDP link.
- We discussed the plan for another Parish Council public meeting.
 - We are planning a series of public consultation events around the Parish during July to coincide with the main questionnaire. We will of course keep the Parish Council informed. As the NDP Group, our preference would be to concentrate our efforts on these events.
- We have received information on upcoming Neighbourhood Planning Training Workshops, and we have places available for anyone who would like to attend any of the workshop dates.

ACTION:

Cheryl Marriott to forward details of the NPTW to the steering group members

Amanda Baines to create a workshop request sheet to then liaise with members to book them places, and book places as required, liaising with Cheryl

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

- The next Steering Group meeting are now booked (Any changes will be forwarded):
 - Date: 11/05/2016 between 6.45pm and 9.00pm.
 - Venue: Mount Hawke Village Chapel.
- And then:
 - Date: 08/06/2016 between 6.45pm and 9.00pm.
 - Venue: Porthtowan Village Hall (Upstairs).

ACTION:

None Noted

ACTIONS FOR NDP 13 MINUTES ARE COLLATED BELOW:

- **Alan Clark**
 - To send a copy of spreadsheet file that Alan wants tweaks to utilise MS excel to Amanda Baines
- **Amanda Baines**
 - To become permanent liaison for Colleen O’Sullivan - Ongoing
 - To create a workshop request sheet to then liaise with members to book them places, and book places as required, liaising with Cheryl
 - To contact all possible venues, and book dates for the five wards (one each) between 14th & 22nd July, then forward the dates to the Steering Group
 - To forward the Porthtowan contact telephone number to Linda Davies - **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
- **Cheryl Marriott**
 - To compile and article for the West Briton and The Bolster magazine
 - To contact Mike Lunn about quotes for the main questionnaire
 - To forward details of the Neighbourhood Planning Training Workshop to the steering group members
- **Jinny Clark**
 - To request an agenda item in the Parish Council Meeting on 9th May for the NDP main questionnaire
- **Linda Davies**
 - To follow up on the HNS Collection Point at Porthtowan Post Office/Stores
 - To forward the Porthtowan contact email address to Amanda Baines - **Completed**
- **Mike Bunt**
 - To send in an article regarding St Agnes NDP to West Briton and ask if they wish to have an interview with Chair
 - To contact Mandy Kimmins to put an article in the Bolster
 - To update the LLCA document with the correct dates and venues – **Completed**
 - To forward Housing Needs Survey to printers
 - To complete the Royal Mail postage paid licence and design the envelope and for to printers.
 - To arrange volunteers for stuffing event on 19th April.
 - To get Housing Needs Survey to leaflet distributors along with the list of postcodes.
 - To email volunteers to request help with LLCA.
- **Mike Lunn**
 - To distribute email on quotes to acquire info from Steering Group (Cheryl to Liaise with Mike via email)
- **FG Leads**
 - To email M Lunn with their expenditures - Ongoing
 - Please forward your meetings minutes – With a Summary to use in the Minutes, as well as your previous and futures meeting dates, times and locations to Amanda Baines, and Amanda Baines will forward to Mike Bunt to post on the website – Ongoing
- **Colleen 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 Cornwall Council CIL document proposed, the SG would like to see it.
 - Invite Colleen to the next Steering Group meeting to capture all areas mentioned.