

**St Agnes Parish Neighbourhood Development Plan
Meeting 10 Minutes – NDP – 13/01/2016**

Venue: Porthtowan Village Hall Start time: 7.01pm. End time: 8.49pm



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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. Project Plan - Are we any closer to knowing when consultation might happen?
9. Finances and fundraising
10. AOB
11. 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
Jinny Clark
Linda Davies
D Calloway

J Crossland
D Rodda
G Windmill

Non-Attendees/Apologies received:

Roger Radcliffe, A Aguirre, Dr B Smith, B Crossland.

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

- 09/12/2015 NDP meeting 9 minutes
 - Point 4 to be amended to show the bullet points from the FG1's discussions and actions
 - All the rest is ok
- M Bunt & A Baines to review the 25gb cloud storage on the St Agnes website. And a secondary external hard drive would be useful as a back up to ensure no documentation would be lost
- Ben Wheeler is happy to do Geographical Information System (GIS) mapping for us for free, so we can display and overlay information on maps. He lives in St Agnes and would like to come along to a future steering group meeting.
- J Crossland is continuing to work on the housing needs survey and has spoken to Nick Marsden
- V Falco still to pass contacts onto A Clark
- A Aguirre has received some contacts on sports activities
- 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
- A Baines was to check if R Radcliffe received last month's minutes, and it was confirmed that he did receive the minutes with everyone, and Amanda also re-sent the email with them attached

ACTION:

A Baines to obtain prices of external hard drive from a minimum of three different outlets

3. Feedback from the Parish Council

- Some of the Parish Council members (outside of the steering group) would like a copy of the focus group minutes
- One Councillor expressed concerns regarding the £500 threshold and questioned whether the Parish Council had sufficient control over this. It was explained that this was covered under the

Steering Group's Terms of Reference which had been passed by the Parish Council. It was also pointed out that all NDP expenditure is recorded by the Parish Clerk and this record is presented at all Council meetings.

The Parish Council expressed their sincere thanks to all those involved in the NDP and all their associated work

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

- Last meeting was held on 11/01/2016 at J Crossland's home
- Is working intensely on the Housing Needs Survey
- Robbie is drafting the questionnaire to cover all housing needs, not just affordable housing, so we have an idea of what the community needs in terms of housing
- They are using the St Germans questionnaire and tweaking it to suit our needs.
- J Crossland showed us a quote for the housing needs questionnaire design and printing. M Bunt also showed a quote for design and printing the general questionnaire for the NDP plan, which was discussed at length and that both quotes are useful. It was resolved to get further quotes and to discuss at a future meeting.
- Finance of any procurement and notifying the Parish Council was discussed. We do need three quotes (if and where possible) to ensure we meet Parish Council criteria for approval, with some caveats.
- They do need the design and distribution aspect looked at further in terms of costings and delivery
- Next meeting to be confirmed

FG1 – ACTIONS: No Actions Noted

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

- Last meeting was held on 02/12/15 at the National Trust office in St Agnes
- We had the presentation from J Crossland on the Landscape Character Assessment (LCA) and working with volunteer walkers etc. and what they would need to do
- Next meeting set for next week WC 17/01/2016 venue to be confirmed
- In the ToRs it is the steering group who is required to obtain quotes for job assignments and propose them to the Parish Council

FG2 – ACTIONS: No Actions Noted

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

- Last meeting was held on 10/12/15 at M Bunt's home
- Jamie Roberson attended
- V Falco has lots of renewable energy knowledge which he's been looking into
- Also discussed Utilities maps, and where they can obtain the data, as well as look for ways to find data that's already in circulation with the Utilities to save work and time.
- Some Utilities may pose a problem with trying to gain support, if the project is too small.
- They discovered that there is plenty of small/medium industrial sites, but not enough office type businesses, so the business aspect is looking into office sites and especially home workspace as a business need in St Agnes – More information to come
- In Transport, they are looking into parking and areas which could be useable, cycle paths – St Agnes is a pilot project area for Cornwall Council schemes to encourage cycling.
- Statistically, St Agnes has a high percentage of home workers.
- Next meeting TBC

FG3 – ACTIONS: No Actions Noted

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

- Last meeting was held at M Bunt's home (Date unknown)
- A meeting had also been held in the Parish Rooms between Mike B Mike L and Alan with Jeff Muir who had produced most of Roche NDP's literature. Quotes for his work had been

obtained and presented to the SG along with examples of his work. It was agreed to obtain further quotes for similar work. It was also agreed that it was desirable to have professional, well designed literature.

- M Bunt has continued working on acquiring group venues for R Radcliffe, who has kindly agreed to attend with his presentation to help raise awareness of the NDP
 - So far M Bunt has approached the WI and Chamber of Commerce – More to come
- Emails to J Clarks contacts still ongoing
- Next meeting TBA

FG4 – ACTIONS:

M Lunn to acquire another quote for design and printing

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: *cherylmariott97@yahoo.co.uk*
 - FG3 – Alan Clark – email: *alanclark@gmail.com*
 - FG4 – Mike Bunt – email: *mike.bunt1956@gmail.com*

8. Project Plan - key milestones and how these relate to Focus Group activities and Steering Group meetings

- We discussed that according to the plan, we should be at the “questions gathered stage” for our first questionnaire. However, this seems more than one month away.
- We agreed to refresh the timeline, forward projection items;
 - Housing needs survey - Spring
 - General Questionnaire – Before Summer
 - Policies – Autumn
 - Draft Plan – After Autumn

ACTION:

C Marriott to look into the Basic Condition Statement

A Clark to update the Project Plan timeline

9. Finances and fundraising

- We looked into the total expenditure for the Focus Groups to collate the total provisional expenditure
- A reminder to please hand in any invoices/receipts to finance

ACTION:

FG Leads to email M Lunn with their projected expenditure

10. AOB

- We discussed future summer events that we could utilise and the summer fetes and Victorian Fare were mentioned as key events.
- A number of large developments that were up and coming were mentioned and it was stressed that the NDP steering group is not yet in a position to influence these. Until we have been out to consultation with the community of the parish and developed policies we cannot comment on whether planned developments are appropriate. However individual members of the Steering Group and Focus Groups were entitled to express their own personal opinions on individual planning applications. We just need to make it clear that they are not representing the NDP steering group. Cheryl to produce and distribute a statement on the NDP's position in relation to this so that everyone is clear
- 8th June – Porthtowan Village Hall – Upstairs room – The venue has been booked far in advance to ensure the venue is available in the Porthtowan area.

ACTION: C Marriott to create a statement to distribute

11. Date and Location of next meeting/s

- The next Steering Group meeting:
 - Date: 10/02/2016 between 6.45pm and 9.00pm
 - Venue: Mithian Village Hall
- The next three Steering Group meetings are now booked: (Any changes will be forwarded)
 - 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
 - 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 Hall

ACTION:

A Baines to look into the availability of the venue for February

ACTIONS FOR NDP 10 MINUTES ARE COLLATED BELOW:

- **A Baines**
 - To obtain prices of external hard drive from a minimum of three different outlets
 - To look into the availability of the venue for February
 - 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
 - To discuss Cloud Storage with M Bunt

- **A Clark**
 - To update the Project Plan timeline

- **C Marriott**
 - To look into the Basic Condition Statement
 - To create a statement to distribute regarding current and future housing developments

- **M Lunn**
 - To acquire another quote for design and printing

- **M Bunt**
 - To continue going through the Toolkit and to come up with a list of possible recipients of our presentation.
 - To liaise with Amanda on Cloud Storage

- **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