

## St Agnes Parish Neighbourhood Development Plan Meeting 14 Minutes – NDP – 11/05/2016

Venue: Mounte Hawke Methodist Chapel Start time: 7.00pm. End time: 8.55pm



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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 - Pauline
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. Main Questionnaire:
  - Content
    - Content so far from each focus group
    - How many questions should we aim for?
    - What about maps?
    - What extra detail can we cover at consultation events?
    - Look at the Roche document as an example of possible layout.
    - Should we have a separate meeting on this and who wants to be involved?
7. Consultation Events:
  - July Events
    - Any progress with room bookings?
  - Other Events
    - E.g. one needed in Blackwater before July as lots of concern about developments popping up.
8. Basic Conditions Statement/Sustainability Appraisal:
  - Discussion to make sure we are clear on what is required for these and that we are equipped to produce them.
9. Finances and fundraising
10. AOB
11. 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  
Bob Crossland  
June Crossland  
Dawn Brown  
Dave Calloway

Amanda Baines  
Graham Windmill  
Diane Wetherill  
Robert Wetherill

#### Non-Attendees/Apologies received;

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)

- 13/04/2016 NDP meeting 13 minutes:
  - All ok and agreed as correct.

#### ACTION:

None Noted

### 3. Feedback from the Parish Council

- Due to the Parish Council meeting overrunning, Pauline Barrow could not report to the Parish council regarding the NDP

### 4. Summary of progress of Focus Groups:

#### FOCUS GROUP 1- Housing, Education and Community Facilities

- HNS – there has been an issue with the leaflet distributor. The current delivery position is that out of 3900 surveys, we have one road and a few houses. We have asked for the rest of the surveys back, and we are currently having contact issues, with the company not answering emails or phone calls.
  - We have given them a choice to finish the distribution or hand the surveys back by the end of the week.
  - If they fail to do either of the above, we will collect them ourselves and finish the distribution.
  - Of the few that have been delivered, we have received 75 responses, and 75 hits on the website and the online surveys, so of what we have delivered, we have received a significant response in completing the survey.
- Main Questionnaire – We have lots of questions, and we are putting them together to be reviewed.
  - Question content we discussed were on:
    - Education
    - Travelling to and from schools
    - Young children and open spaces
    - Social housing
    - Types of developments
    - Self builds
    - Health and social care.
  - Questionnaire will need to strike a balance between being realistic and aspirational. The plan needs to be deliverable. Other difficulties we came across were the types of questions for health and social care, and carefully considering wording that considered the community, and their concerns and requests.
  - We also considered questions that could provide answers at odds with planning policy and whether it is constructive to ask these sorts of questions. In some cases, we can provide facts and figures with the question so that people answer it based on evidence rather than pre-conceived ideas.
  - We discussed social housing and the Cornwall Council policies for percentages of housing of certain tenure types in future developments.
  - We would like to have a small working group to go over questions.
- We discussed the aspirations for future planning
  - We agreed it would be useful to invite Colleen to the next NDP meeting to go over a few questions.
- We also discussed the Roseland NDP group. They now have a Wild Roseland Group working on positive projects and have a group advising the Parish Council on planning applications and their conformity to the NDP.

#### FG1 – ACTIONS:

**Amanda Baines** to invite Colleen to the next NDP meeting – **Completed**

#### FOCUS GROUP 2 - Landscape, Natural and Built Environment

- Focussed on the LLCA – We had our 1<sup>st</sup> Volunteer training day with a full house of 25 volunteers and staff, and field work has already been started.
  - Another meeting is scheduled on Wednesday to go over any questions from the volunteers.
  - 21<sup>st</sup> July we will go over the volunteer responses and collate for the July consultation events.
  - Peter Rose is continuing to research historical environment aspects.
- Main Questionnaire – We put together our questions and sent them out
  - Question content we used were on:

- Protecting and enhancing existing wildlife and creating new areas to attract wildlife
- Protecting the historical environment and buildings
- Protecting special landscapes
- Design guide and bio diversity

#### **FG2 – ACTIONS:**

**None Noted**

#### **FOCUS GROUP 3 - Business, Employment and Infrastructure**

- We are on the second wave of questions for the main questionnaire, we made some changes and circulated them as we are looking at simplifying them, will be streamlined very soon
- Program update – It's going well and speeding up
- We discussed the Leader grants and the possibility of applying for funding and the criteria needed to meet the application.

#### **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**

- HNS – We can't start inputting paper survey onto the online survey yet as it cannot be unlocked until after the closing date.
- Website is doing very well. We have had more and more hits, with well over 6,000 hits since the website was launched at the end of February.
- The Chamber of Commerce are interested in our NDP and gave some useful feedback when Roger went to speak to them. Roger was paid £25 for one of his talks to a WI group and he would like to deposit it to the NDP via the Parish Council.
- Also the Library in St Agnes village wanted someone to do an event and Mike Bunt suggested Roger's talk, which Roger kindly agreed to do.

#### **FG4 – ACTIONS:**

**Mike Bunt** to arrange Library event with Roger

**Mike Bunt** to monitor the delivery of HNS

#### **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 are looking at the merging of all the questions into the main questionnaire. We feel a working group for this process would be useful, and we also agree that we do need Colleen O’Sullivan to attend the meeting on the main questionnaire
  - Members of the main questionnaire workgroup:
    - There should be at least one member from each focus group
    - Alan Clark, Dawn Brown, Cheryl Marriott, Bob Crossland, June Crossland, Colleen O’Sullivan.

### Timetable & Costs

- We covered the content, and will move this bullet to the next NDP meeting prior to the next Steering Group meeting.

### **ACTION:**

**Main Questionnaire Workgroup** to liaise with each other on a date for their meeting.

## 7. Consultation Events – Planning & Costs

### Room Bookings

- We now have all the room bookings confirmed, and these are;
  - 13<sup>th</sup> July – Porthtowan Village Hall – Main Hall
  - 15<sup>th</sup> July – Blackwater Village Hall – Main Hall
  - 19<sup>th</sup> July – Mounte Hawke Methodist Chapel
  - 20<sup>th</sup> July – Mithian Village Hall
  - 22<sup>nd</sup> July – St Agnes Miners & Mechanics Institute – Enys Room
  - All venues times are from 3.00pm to 7.30pm
- The NDP Steering Group July meeting is on 13<sup>th</sup> July and this will clash with our now booked consultation meeting in Porthtowan. We are unable to move the date of the Consultation event as there is no rooms available big enough to cover what we need at the timeslot we need.
  - We have agreed that we move the NDP Steering Group meeting to 6<sup>th</sup> July, at either Mithian or the Parish Rooms if Mithian is not available.
- We agreed that at the events we would have a stand on the LLCA to give the community information on the Landscape Character Assessment and its importance. Other ideas to be discussed at the next Steering Group meeting.

### Other Events – Blackwater

- We discussed the current developments in Blackwater, and that they are causing concern with the local community.
- Cheryl suggested that we hold an event in Blackwater before the consultation events in July, to bring awareness of the benefits of the NDP, and what it would mean if there wasn’t an NDP.
- We want to keep the NDP process distinct from issues surrounding current planning applications, so decided it would be best if the Blackwater Village Trust organise the event and ask Roger to talk on the NDP group’s behalf. Gill Doble will be invited to take any concerns about existing applications/permissions back to the Parish Council.
- Cheryl agreed to contact the
- Blackwater Village Trust and liaise with the NDP group.

### **ACTION:**

**Cheryl Marriott** to book a date for the Blackwater NDP awareness event with the BVT.

**Amanda Baines** to contact Mithian regarding a request to change the NDP groups room booking for July.

## 8. Basic Conditions Statement/Sustainability Appraisal

- We discussed the sustainability appraisal, and the legalities of it.
- Focus Group 2 need to contact Natural England and discuss with them since we have a Special Area of Conservation (SAC) in the Parish at Chapel Porth.
- We also think it would be useful to talk to Historical England about WHS.
- We think we have the skills to write a Basic Condition Statement and will check the NE and CC that this can include Sustainability Appraisal rather than produce a separate document.

## 9. Finance & Fundraising

- The Localities application was successful and we have been awarded the full amount of £9,000.00 with a 6 month window to spend this.
- We have currently spent around £500.00 of Parish Council. All other predicted expenditure for the next 6 months will be covered by the grant.
- We will now look to apply for funding from the Lottery fund in about 2 months.
  - We need to look into future large spending (production of the draft document before the NDP Referendum).
  - We will need all FG's to look into future expenditure and get this to Mike Lunn.
  - All payments over £500 will need 3 quotes for the lottery fund application.
- We are looking ahead all the time to ensure we can find places to gain more funding and keep spend of the Parish Council budget to a minimum.

### ACTION:

**Alan Clark** to pull out predicted costs for the next 6 months beginning from the project plan.

## 10. AOB

No other business discussed

## 11. 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: 08/06/2016 between 6.45pm and 9.00pm.
  - Venue: Porthtowan Village Hall (Upstairs).
- And then: SG Meeting - CHANGED
  - Date: 06/07/2016 between 6.45pm and 9.00pm.
  - Venue: Either Mithian Village Hall or St Agnes Parish Rooms (Venue to be confirmed shortly).

### ACTION:

**None Noted**

**ACTIONS FOR NDP 14 MINUTES ARE COLLATED BELOW:**

- **Alan Clark**
  - To send a copy of spreadsheet file that Alan wants tweaks to utilise MS excel to Amanda Baines
  - To pull out costs from 6 months beginning 01/12/2015 and draft costs from the project plan.
  
- **Amanda Baines**
  - Is permanent liaison for Colleen O’Sullivan - **Ongoing**
  - 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 invite Colleen to the next NDP meeting - **Completed**
  - To confirm the venue for July’s NDP meeting and notify SG members.
  - To contact Mithian regarding a request to change the NDP groups room booking for July.
  
- **Cheryl Marriott**
  - To book a date for the Blackwater NDP awareness event with BVT and notify SG members.
  
- **Main Questionnaire Workgroup** to liaise with each other on a date for their meeting.
  
- **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.