

**St Agnes Parish Neighbourhood Development Plan  
Meeting 15 Minutes – NDP – 8/06/2016**

Venue: Porthtowan Village Hall Start time: 7.00pm. End time: 8.55pm



[www.stagnesndp.org](http://www.stagnesndp.org)

**Agenda:**

1. Welcome & 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 & Community Facilities
  - Focus Group 2 - Landscape, Natural & Built Environment
  - Focus Group 3 - Business, Employment & Infrastructure
5. Summary of progress of Project Support Group - Mike
6. Main Questionnaire:
  - Content
    - Review draft content from smaller sub-group meeting,
    - Plan logistics including final checks (who?)
    - Liaison with designer, additional content (maps?),
    - Request for landowners to come forward?
    - Timetable.
7. Consultation Events:
  - July Events
    - Any input from Focus Groups as to what to display/ask people at these?
8. Finances & fundraising
9. AOB
10. Confirm Date & Location of next meeting/s & key agenda items

1. Welcome and Introductions, apologies for absence

**Attendees:**

**Cheryl Marriott**  
**Roger Radcliffe \***  
**Mike Lunn**  
**Mike Bunt**  
 \*Till 7.30pm

**Pauline Barrow**  
**Linda Davies**  
**Bob Crossland**  
**June Crossland**

**Dawn Brown**  
 Diane Wetherill  
 Robert Wetherill

**Apologies received:**

Amanda Baines, Graham Windmill, Alan Clark, Jinny Clark

2. Minutes from Last Meeting:

Accepted as correct.

3. Actions from previous meeting: (not covered by the agenda)

- Blackwater Village Trust meeting had been well attended by 30 people.
  - Roger did his presentation (The Parish So Far) and Cheryl gave a talk on the NDP.
  - Linda Davies and Pauline Barrow who had also attended wished it to be noted that Cheryl and Roger's presentations had been excellent.
  - The Steering Group also wished to thank Cllr Gill Doble for her attendance and support.
  - Feedback from the event can be found on [www.stagnesndp.org](http://www.stagnesndp.org) under 'Latest News'
  - Three new volunteers have asked to get involved after this event.

4. Feedback from the Parish Council

- Pauline reported that the Parish Council had agreed the spending (from the Localities grant) for the main questionnaire. They also praised the work done on the Housing Needs Survey.

## 5. Summary of progress of Focus Groups:

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

- HNS - Due to the issues with the distributor the delivering of the survey was completed by volunteers and the closing date extended to 7<sup>th</sup> June.
  - Thanks to all concerned plus those who had helped with the stuffing of the envelopes.
  - The percentage returned was just over 27% a very good result as Cornwall Council normally expect a 10 – 15% response rate.
- HNS Processing paper copies - Dawn was busy organising volunteers to input the 713+ paper copies onto the online survey.
  - It was agreed that this task should be completed by 29/6/16 but hopefully sooner.
  - Once this was completed Nick Marsden would be able to commence the analysis of the responses.

#### FG1 – ACTIONS:

**Dawn** to organise volunteers to input the HNS paper copies by 29/6/16

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

- LLCA - June explained that a workshop and a follow up meeting had been held.
  - The work done so far by the volunteers was looking good. It will be necessary to homogenise the data from each ward to bring it all together.
  - June will be meeting the Landscape Architect on Tuesday and the final meeting for the volunteers was scheduled for the 21<sup>st</sup> June.
  - The finance for the project was already budgeted for although there might be some additional costs to cover printing. June to inform Mike Lunn of these.

#### FG2 – ACTIONS:

**June** to inform Mike Lunn of any additional costs (LLCA)

### FOCUS GROUP 3 – Business, Employment and Infrastructure

- The group had not met since the last Steering Group meeting but had been working on finalising their questions for the main questionnaire.

#### FG3 – ACTIONS:

**None noted**

### FOCUS GROUP 4 – Project Support Group.

\*See Focus Group 1 report.

- It was noted that there have now been over 11,000 ‘hits’ on our website ([www.stagnesndp.org](http://www.stagnesndp.org))
  - All of the HNS Banners have been taken down and the returned leaflets collected from the drop off points.
- In light of the HNS delivery problems we are looking at the possibility of using Royal Mail’s Door-to-Door service for the main Questionnaire.
  - The price for this was in the region of £320 but there was a minimum charge of £500.
  - It was suggested that as this was a 13 week contract we might be able to also send out a summary of the data gathered as Roche NDP had done in their ‘Results - This is what you told us’ publication. This could be done at very little additional cost due to the minimum charge.

#### FG4 – ACTIONS:

**None noted**

## 6. Main Questionnaire

- The small working party set up to consider the questions submitted by the individual Focus Groups had met.
- They had made some constructive comments and these had been passed back to the Focus Groups.

- It was agreed that due to the time extension for the HNS and the amount of work being undertaken on the LLCA and the HNS – which would feed into the main Questionnaire – that the Questionnaire should now be put back until September.
- June produced some quotes from CRCC for them to assist with the analysis of the results and policy formation.
- Cheryl agreed to speak to Colleen to ascertain how much of this work her unit could do.

#### **ACTION:**

**Cheryl** to liaise with Coleen re CRCC quote

**All Focus Groups** Focus Groups to submit their revised questions to Dawn so that a draft questionnaire could be ready before the next Steering Group meeting.

**Amanda Baines** to rearrange the consultation events to be organised from this date over a two week period. These would include presentations from both the HNS and the LLCA.  
Proposed date for start of Questionnaire: 5<sup>th</sup> September

**Mike Bunt** to confirm Bolster deadlines to ensure we raise public awareness.

**Mike Lunn and Mike Bunt** to discuss distribution and the design with Jeff Muir (Roche NDP designer)

**Jinny Clark** to consider points raised at original consultations. Jinny's collection of 'Post-it notes' collected from the original consultation events should be considered so we can make sure we cover all the issues people were concerned about.

#### **7. Consultation Events**

\*See above.

#### **8. Finance and Fundraising**

- Mike Lunn and Alan Clark had put together a Timescale / Cost Estimate prediction.
  - At this stage overall costs would appear to be close to the £25,000 originally predicted at the outset of the NDP programme.
  - £9,000 has already been received from the Localities Fund and we shall shortly apply for £10,000 potentially available from The Big Lottery Fund.
  - We shall continue to look for other sources of funding to limit the draw-down on the £15,000 set aside for the NDP from the Parish precept.

#### **9. AOB**

- The question was raised whether the NDP could have any influence in the provision of a Skate Park in St Agnes.
  - This was felt important as the Open Space report had identified that there was a very poor youth provision in the Parish.
  - It was also felt that this topic would help to engage the younger generation in the NDP.
  - To help this engagement it was suggested that Roger did one of his talks for the Scouts / Boxing club.

#### **10. Confirm Date and Location of next meeting**

- The next SG Meeting – CHANGED and CONFIRMED as:
  - Date: 06/07/2016 between 6.45pm and 9.00pm.
  - Venue: Mithian Village Hall.
- And then: SG Meeting
  - Date: 10/08/2016 between 6.45pm and 9.00pm.
  - Venue: Blackwater Village Hall

**ACTIONS FROM NDP 15 MINUTES:****Dawn Brown**

- To organise volunteers to input the HNS paper copies by 29/6/16

**June Crossland**

- To inform Mike Lunn of any additional costs (LLCA)

**Cheryl Marriott**

- Liaise with Coleen re CRCC quote.

**Amanda Baines**

- To rearrange venues for consultation events

**Mike Bunt**

- To confirm Bolster deadlines
- Talk to Roger re. talk for Library and Scouts

**Mike Bunt & Mike Lunn**

- To discuss distribution and design of main questionnaire

**Jinny Clark**

- To consider points raised at original consultations

**All FG Leads**

- Submit revised questions before next SG meeting.