

St Agnes Parish Neighbourhood Development Plan Meeting 16 Minutes – NDP – 06/07/2016

Venue: Mithian Village Hall Start time: 7.00pm End time: 9.12pm



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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?
 - Update on confirmed new event dates
8. **Finances & fundraising**
9. **AOB**
10. **Confirm Date & Location of next meeting/s & key agenda items**
 - **For September**
 - **Key Agenda items**

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

Attendees:

Cheryl Marriott

Roger Radcliffe

Mike Lunn

Mike Bunt

Bob Crossland

***Till 8.00pm**

June Crossland

Dawn Brown

Alan Clark*

Dave Calloway

Amanda Baines

Diane Wetherill

Robert Wetherill

Graham Windmill

Apologies received:

Jinny Clark, Linda Davies

Pauline Barrow has with regret stepped down as Parish Council liaison, to devote more time to her business.

2. **Minutes from Last Meeting:**

Accepted as correct.

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

- Cornwall Rural Community Charity and Policy writing help
 - Cheryl has liaised with Colleen and Colleen has confirmed that she can help with policy writing workshops.
 - June Crossland will liaise with Colleen to get detailed information on how Colleen can help.
- Bolster Deadlines
 - Discussion on upcoming Bolster articles and need to include information about the questionnaire and consultation event dates.

- Points raised from original consultation
 - Dawn has asked if Jinny Clark can check where they have got with data collecting and her post it notes and give an update.
 - To be moved to the next NDP meeting.
- Talk for Library & Scouts
 - Roger is happy to do the talk, Mike Bunt to arrange and give an update at the next NDP meeting.

ACTIONS:

June Crossland to give an update and the next NDP meeting on the Policy writing support from Cornwall Council.

4. Feedback from the Parish Council

- Pauline has stepped down to devote time to her busy business.
- We would like to thank Pauline via letter from Cheryl, extending our wishes to hope Pauline comes back later if she can.
- Mike has been asked to pick up the parish council liaison for the time being.

ACTION/S:

Amanda Baines to contact Linda on being the 1st reserve for the position

Cheryl Marriott to send a letter of thanks on behalf of the NDP to Pauline

Jinny Clark to check where they have got with data collecting and her post it notes and give an update.

Mike Bunt to pick up PC liaison for the time being

5. Summary of progress of Focus Groups:

FOCUS GROUP 1 – Housing, Education and Community Facilities

- Main Questionnaire
 - The Group have been reviewing their questions for the main questionnaire.
 - The final Draft of questions is the most up to date draft and is ready for Steering Group review.
- HNS Update
 - 739 surveys have been entered online and there is approximately 200 left to do from the posted surveys, and some still coming in.
 - Those with any personal details on can be safely stored at the Cornwall Council to keep them safe via Nick Marsden.
 - We agreed that Nick Marsden can have all the HNS for safe keeping.
 - Bob Crossland is happy to take them across to Nick.
 - There will be an update on the HNS in the August Bolster Magazine.
 - All housing needs surveys that are in will be uploaded by Sunday so we can close the online survey to begin the analysis.

FG1 – ACTIONS:

Dawn Brown to organise the last of the surveys to be distributed to volunteers.

FOCUS GROUP 2 – Landscape, Natural and Built Environment

- LLCA – Is doing well, good results so far.
 - Surveys are in next Tuesday, the landscape architect will begin sorting and produce a summary.
 - Peter Rose and June Crossland will work together on producing results and maps etc. along with preparation for consultation events.
 - There was a suggestion that the steering group is sent some of Petr's work as a demonstration of how to document an evidence base.
 - We discussed if we could do a village character assessment, and thought this would be a good idea at some point. We agree we need to look into finding who can run or perform that and people to do the field work. Mike Lunn suggested contacting RIBA to find an architect with capacity to help.

FG2 – ACTIONS:

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

ALL to look out for a likely VCA leader and participants.

Cheryl Marriott to forward some of Peter Rose's historic environment work.

Mike Bunt to put an advert in the Bolster looking for an architect or someone interested in villages and towns to run a Village Character Assessment.

Mike Lunn to contact RIBA

FOCUS GROUP 3 – Business, Employment and Infrastructure

- The group haven't met recently as we they were ahead on the main questionnaire questions. They had a meeting on the program and looked at where it is going and the associated budget.
 - Program is now converted to MS Excel
- We went through the results of the Policy Writing Workshop.

FG3 – ACTIONS:

None noted

FOCUS GROUP 4 – Project Support Group.

- It was a quiet month and the project support group worked on the HNS data collection.

FG4 – ACTIONS:

None noted

6. Main Questionnaire**Content:**

- We discussed the questions in the main questionnaire, and rather than go through every one in detail which would take the steering group way passed the allotted time for the meeting, we decided to have a small working group to go over all the questions in detail in a separate meeting.
- There were some thoughts on questions and items to be aware of after the Housing Needs Survey;
 - Repeating questions.
 - Fuzzy answers to questions.
 - Single and Multiple choice questions – be clear on how many boxes to tick.
 - People still confused on wards of the Parish – suggestions to add a post code box to fill in.
 - Test questions should restrict that amount of text that can be entered.
 - Allow for 2 adults fill in the forms.
 - Clearer on energy created, not power in their home.
 - Give 'Don't Know' as a tick box option.
 - Extend the nationality to include Welsh.
 - Allow for multiple tick boxes in Nationality to cover things like White & Cornish.
 - Schools questions and how to word them correctly in accordance with type of school e.g. private nursery or state school.
 - What three things do you most dislike about the place where you live? – Change this to a positively worded question
 - Potentially repeating questions with FG1 and FG3 on broadband, buses and transport.
 - Keeping a comprehensive set of questions on renewable energy.
 - Make a distinction between policy questions and project questions.
 - Utilise Survey Monkey for the questionnaire.
 - Survey Monkey has 2 facilities, one free and one chargeable with better tools, and it was suggested that this would be better to use for the main questionnaire.
 - How did Roche do their surveys?
 - Style of questions from the Landscape, Natural & Built Environment Focus Group (2) were good, using the 'Strongly Agree, slightly Agree, slightly Against, Strongly Against'
 - FG2's question 6 needs the word 'any' 'Any' removing.
- Health and Social Care:
 - FG1 struggled with questions on doctor's surgeries and whether to capture the data in questions in the main questionnaire.
 - Working party to discuss health and social care questions
- Open spaces:
 - Will probably remove Q.13 and Q14

- Homes:
 - We need to explain in more details what affordable homes are
 - There is a repeat question matching on of FG3's questions, which could need removing (question 20 – check this against transport infrastructure)

ACTION:

Cheryl Marriott to feedback from work colleagues who used Survey Monkey as a data analysis tool.

Mike Bunt to contact Roche, Porthtowan and other NDP's and give feedback on their data analysis tools and actions.

Working Party to think about second home/holiday lets terminology and make it clearer.

Amanda Baines to send WP questions to Working party.

Design:

- Agreed on a slogan, bubbles, ward map
- Agreed Slogan of: "Have Your Say", to keep continuity
- Competition to induce higher responses
 - Prize donated by businesses

ACTION:

Mike Bunt to arrange main questionnaire competition

Timetable:

- Early September for distribution
- Final draft questionnaire ready on 10th August 2016
- Final draft printing to be discussed

ACTION:

Mike Lunn/Mike Bunt/Alan Clark to have a meeting with Jeff Muir

Mike Lunn & Mike Lunn to feedback results of their meeting via email

7. Consultation Events

- Consultation Events rescheduled dates are:
 - Tuesday – 6th September, 3.30pm to 7.00pm – Mounte Hawke, Methodist Church
 - Wednesday - 7th September, 3.30pm to 7.00pm – Porthtowan Village Hall, Main Hall
 - Saturday – 10th September, 3.30pm to 7.00pm – Mithian Village Hall
 - Wednesday –14th September, 3.30pm to 7.00pm – Blackwater Village Hall, Large Room
 - Friday – 16th September, 3.30pm to 7.00pm – St Agnes MMI, Enys Room

8. Finance and Fundraising

- Lottery Fund Application
 - Lottery funding application is under way, the process is approximately four months, we are currently reviewing gaps in the application.
 - We may need some evidence of settlements and sites/land allocation and there could be a cost involved in having an outside party perform the site allocation.
 - Everything for the lottery funding has to be specified in detail
 - We are hoping to apply by mid-August, with money to be available approximately mid-December.
 - They can submit the application as soon as they have all the information needed.
- Pauline Barrow had a word with Guy Thomas regarding Community funding applications, and we may be able to get a few £100.
 - Please pass on our thanks to Pauline for all her help.

9. AOB

- The NDP Steering Group meeting in September would clash with the consultation events, it was agreed that if required we can set an impromptu meeting for the end of August/beginning of September.

ACTION:

Amanda Baines to set the next set of NDP Steering Group meeting dates, continuing on the same day as we have now (every 2nd Wednesday of the month)

10. Confirm Date and Location of next meeting

- The next SG Meeting:
 - Date: 10/08/2016 between 6.45pm and 9.00pm.
 - Venue: Blackwater Village Hall

- And then: SG Meeting:
 - To be confirmed.

ACTIONS FROM NDP 16 MINUTES:**ALL**

- To look out for a likely VCA leader and participants.

Amanda Baines

- To contact Linda on being the 1st reserve for the position.
- To send WP questions to Working party.
- To set the next set of NDP Steering Group meeting dates, continuing on the same day as we have now (every 2nd Wednesday of the month).

Cheryl Marriott

- To forward some of Peter Rose's historic environment work.
- To send a letter of thanks on behalf of the NDP to Pauline
- To feedback from work colleagues who used Survey Monkey as a data analysis tool.

Dawn Brown

- To organise the last of the surveys to be distributed to volunteers.

Jinny Clark

- To consider points raised at original consultations and give feedback.

June Crossland

- To inform Mike Lunn of any additional costs (LLCA).
- To give an update and the next NDP meeting on the Policy writing support from Cornwall Council.

Mike Bunt

- To pick up PC liaison for the time being
- To put an advert in the Bolster looking for an architect or someone interested in villages and towns to run a Village Character Assessment
- To contact Roche, Porthtowan and other NDP's and give feedback on their data analysis tools and actions
- To arrange main questionnaire competition

Mike Bunt/Mike Lunn/Alan Clark

- To have a meeting with Jeff Muir

Mike Bunt & Mike Lunn

- To feedback results of their meeting with Alan and Jeff Muir via email

Mike Lunn

- To contact RIBA

Working Party

- To think about second home/holiday lets terminology and make it clearer
- To go over the final draft main questionnaire and review all questions