

**St Agnes Parish Neighbourhood Development Plan  
Meeting 17 Minutes – NDP – 10/08/2016**

Venue: Blackwater Village Hall Start time: 7.00pm. End time: 9.58pm



[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:**
  - **September Events**
    - Agree display content and logistics including rota of 'stewards'.
8. **Finances & fundraising**
9. **AOB**
10. **Confirm Date & Location of next meeting/s & key agenda items**
  - **For September and December**
  - **Key Agenda items**

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

**Attendees:**

<b>Roger Radcliffe</b>	<b>June Crossland</b>	<b>Diane Wetherill</b>
<b>Mike Lunn</b>	<b>Dawn Brown</b>	<b>Robert Wetherill</b>
<b>Mike Bunt</b>	<b>Lynn Davies</b>	
<b>Bob Crossland</b>	<b>Dave Calloway</b>	

**Apologies received:**

Jinny Clark, Alan Clark, Amanda Baines, Graham Windmill

**2. Minutes from Last Meeting:**

Accepted as correct.

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

- Mike Bunt is confirmed as the Parish Council liaison representative in place of Pauline Barrow
  - June Crossland would supply Mike Lunn with amended projections for policy writing costs given that the Cornwall Council workshops would be free of charge.
  - June Crossland confirmed that Colleen had a template for the workshops and suggested that this be an agenda item at the next meeting.
- Talk for library Users
  - The talk to the library club had gone well..

**ACTIONS:**

**June Crossland** to update budget projections for Mike Lunn

**4. Feedback from the Parish Council**

- The Parish Council was pleased with the progress to date.

**ACTION/S: None**

## 5. Summary of progress of Focus Groups:

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

- Housing Needs Survey
  - The results of the Housing Needs Survey (HNS) had been analysed and a formal report produced by N. Marsden of Cornwall Council. The survey was regarded as statistically significant. It was recommended by Cornwall Council that the Parish Council and others use the HNS conclusions in their consideration of planning applications with immediate effect.
  - The Steering Group ratified the results and formal analysis and agreed to relay the Cornwall Council recommendation to the Parish Council (proposed by M. Bunt, seconded by M. Lunn and agreed by a show of hands).
  - All survey forms had been lodged with Cornwall Council (N. Marsden) for safekeeping.

#### **FG1 – ACTIONS:**

**Mike Bunt** to put the HNS analysis on the NDP website.

**Bob Crossland** to send HNS analysis to Colleen and Head of Planning and obtain population figures for each of the St. Agnes wards and work out how representative the HNS was for each.

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

- LLCA – Complete. Results had been prepared in tabular form.
  - Consultation events would include updated maps and results for public inspection.
  - Several architects had come forward to assist with the Village Character Assessment (VCA), the focus group would clarify the detail and the cost in due course. In a similar way to the LLCA, teams of volunteers would be called for then trained and supported in the production of the VCA.

#### **FG2 – ACTIONS: None**

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

- The group hadn't met recently but had submitted a full range of questions for consideration in the drafting of the main questionnaire.
- The NDP's main programme would be considered at the next meeting of the Steering Group.

#### **FG3 – ACTIONS:**

**Amanda Baines** to put the NDP Programme on the agenda of the October meeting.

### **FOCUS GROUP 4 – Project Support Group.**

- Notes from the Library Users Group to be written up.
- Date for a presentation to the Scouts to be agreed.
- There had been 11,000 hits on the NDP website.
- The Royal Mail had confirmed that they would not sub-divide postcode areas if employed to deliver questionnaires, the Steering Group therefore did not favour using them because questionnaires would be delivered to large numbers of homes outside of St. Agnes parish.
- Following poor performance in the distribution of the HNS, engaging a private firm to distribute the main questionnaire was not favoured by the Steering Group.
- E-mails have yielded over 15 volunteers for envelope stuffing and distribution of questionnaires. The Steering Group therefore confirmed that it would adopt a map based approach and hand deliver the questionnaires using these and other volunteers.

#### **FG4 – ACTIONS:**

**Roger Radcliffe** to write up the notes from the Library User Group presentation.

**Mike Bunt** to agree a date for a presentation to the Scouts.

## 6. Main Questionnaire

### Content:

- The meeting considered the draft questionnaire in detail and produced a list of amendments which are attached to these minutes as an Appendix.
- It was agreed that the NDP spend approximately £300 to register with Survey Monkey for 12 months in order to secure a high enough monthly 'response limit' for the size of survey being undertaken.
- It was agreed that reply paid envelopes be printed to accompany each survey form.
- Mike Bunt to advise everyone on the printing date, all teams to be at the ready.

### ACTION:

**Mike Bunt** to convert the questionnaire into an on-line form using Survey Monkey.

**Mike Bunt** to coordinate the preparation and distribution of the questionnaire.

## 7. Consultation Events

- Consultation Events were discussed in outline. R. Radcliffe, J. Crossland and B. Crossland volunteered to produce the finer detail and coordinate the collection of display boards and the production of display material.
- It was agreed to produce a large display version of the front page of the questionnaire. Roger Radcliffe to contact Monkey Puzzle Art at Porthtowan.
- R and D Wetherill offered to coordinate refreshments at each of the five consultation events.
- A Baines agreed to man the registration desk at each of the five consultation events.

## 8. Finance and Fundraising

- Lottery Fund Application
  - Mike Lunn encouraged everyone to inspect the latest programme recently supplied by Alan Clark with a view to updating the financial forecast.

## 9. AOB

- It was agreed not to hold a meeting in September as there were five consultation events that month.
- It was noted that the Parish Council had a photocopier (re: consultation event material)
- June Crossland would arrange for large maps to be produced for the consultation exhibition.
- Mike Bunt would arrange publicity for the events via the Bolster.
- Lynn Davies appealed for earlier agendas (produced at least a week before the meeting) in order to advertise meetings
- It was agreed not to run a joint event with the Parish Council at Mount Hawke Chapel but to suggest to them that their public meeting about a specific development proposal might run immediately after the scheduled NDP consultation event.
- It was agreed to hold the Decembers Steering Group Meeting on the 7<sup>th</sup> as a later date would be too close to Christmas

### ACTION:

**Amanda Baines** to set the next set of NDP Steering Group meeting dates for the remainder of 2016 and all of 2017 continuing on the same day as we have now (every 2<sup>nd</sup> Wednesday of the month), update and distribute the yearly planner to Steering Group members

## 10. Confirm Date and Location of next meeting

- The next SG Meeting:
  - Date: 12/10/2016 between 6.45pm and 9.00pm.
  - Venue: St. Agnes Parish Rooms
- And then: SG Meeting:
  - Date: 09/11/2016 between 6.45pm and 9.00pm.
  - Venue: Mount Hawke Methodist Chapel

## **ACTIONS FROM NDP 16 MINUTES:**

### **Amanda Baines**

- To put the NDP Programme on the agenda of the October meeting.
- To set the next set of NDP Steering Group meeting dates for the remainder of 2016 and all of 2017 continuing on the same day as we have now (every 2<sup>nd</sup> Wednesday of the month), update and distribute the yearly planner to Steering Group members

### **Bob Crossland**

- To send HNS analysis to Colleen and Head of Planning and obtain population figures for each of the St. Agnes wards and work out how representative the HNS was for each.

### **June Crossland**

- To update budget projections for Mike Lunn

### **Mike Bunt**

- To put the HNS analysis on the NDP website.
- To agree a date for a presentation to the Scouts.  
To convert the questionnaire into an on-line form using Survey Monkey.
- To coordinate the preparation and distribution of the questionnaire.

### **Roger Radcliffe**

- To write up the notes from the Library User Group presentation.

## **Alterations to first draft questionnaire.**

### **Front Page**

- Could we have a list of Wards across the top of the page
- Could the St Agnes Parish colour be more yellow! (i.e. not political colours )
- Add: "If you need assistance completing this document – please ring 01872 552600" This was to cover anyone with disabilities.
- In the yellow prize box could you change 'Aggie' to 'St Agnes Hotel'
- Ensure that the colour coding of the 'speech bubbles' matches those used elsewhere in the document.

### **Page 2**

- Could the Phone number box be the first box – so we can tear it off as a draw ticket when received. Also close bracket missing.
- We would also like under 'About You' a question asking Male or Female and some age tick boxes:
  - Under 18, 18-30, 31-49, 50-64 & 65+
- Q1 We feel that the 'please specify' box is too large – past experience tells us that responders will fill it!!!
- Where there is a matrix e.g. Q1, Q2, Q11 please make the box small and insert the words (please specify).
- On Q10,12,13,24,37 please remove the boxes and use the same format as Q8.
  - Hopefully removing these comment boxes will allow you add in some of the extras we are requesting?
- Q2 The writing hand has covered up the word 'parks'. I guess the hands will disappear anyway...
- In the preamble to Q3 could you please add 'and an Area of Outstanding Natural Beauty' after the Heritage site.
- Q10 and Q12,13,37 – instead of 'please tick all that apply' could you put 'please tick the three most important to you' Delete the duplication of the instruction in white in Q10.

**Page 3**

- Q12 Please insert 'the' in the question after 'about'.
- Q13 Replace GP services with 'Health & Social Care Services (e.g.GP or Dentist etc.)'
  - Please also add an additional option of 'Features that enhance village character'
- Q14 Replace the first sentence up to and including 'elderly' with: 'Do you think our plan should make provision for'
- Q14,15,17,18,19,23,28 should have a 'Don't know' option added please
- Preamble to Q16 please replace second sentence with: 'Information will be displayed at our public consultation events and we will ask for your detailed feedback.'
- Q16 Delete the last word 'further'. Tick box missing!
- Q17 Replace 'at a different location' with 'elsewhere'
- Preamble to Q19 – please insert a comma after 'to be used'
- Also, please replace 'stone cladding' with 'local stone'

**Page 4**

- Preamble to Q22 – Please add after 'consultation events' 'listed on page 1'
- Q27 – please delete 'where it is practical'
- Q28 – Please change to: 'Should we have policies to support keeping amenities such as village shops open, rather than then being converted into private homes?'
- Ways to respond – remove the 'we' after 'to save postage'. Replace the statement about the deadline with: 'The survey will run from the 5th September to the 25th September 2016.'
- Q29 – Replace 'low visual impact' with minimal visual impact'
- Q30 – Remove the words 'like reduced electricity bills'
- Q31 – Replace 'supported' with 'encouraged'
- Q37 – Add a tick box for 'Don't know' before 'Other'
- If there is sufficient space can we have some more photos – if so, can I choose them so that we make sure we represent other wards than St Agnes?