

## St Agnes Parish Neighbourhood Development Plan Meeting 18 Minutes – NDP – 12/10/2016

Venue: St Agnes Parish Rooms Start time: 6.55pm. End time: 9.00pm



[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 - Mike
4. Summary of progress of Focus Groups:
  - Focus Group 1 - Housing, Education & Community Facilities
  - Focus Group 2 - Landscape, Natural & Built Environment
    - Update on LLCA
  - Focus Group 3 - Business, Employment & Infrastructure
5. Summary of progress of Project Support Group - Mike
6. Main Questionnaire:
  - Data Entry
  - Results Analysis
7. Consultation Events Feedback
8. Policy Writing – Plan and Timetable
9. Finances & fundraising
10. AOB
11. Confirm Date & Location of next meeting/s & key agenda items
  - Date of November meeting
  - Key Agenda items

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

#### Attendees:

Cheryl Marriott  
Roger Radcliffe  
Mike Lunn  
Mike Bunt  
Alan Clark  
Jinny Clark

Amanda Baines  
Lynn Davies  
Pauline Barrow  
Dawn Brown  
Lynn Davies

Abi Smith  
Vince Falco  
Jamie Roberson  
Diane Wetherill  
Robert Wetherill  
Graham Windmill

#### Apologies received:

Bob Crossland, June Crossland, Dave Calloway

### 2. Minutes from Last Meeting:

Accepted as correct.

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

- We went through the list of actions
  - Planning for the presentation for the Scouts is ongoing
  - Notes to write up from the Library User Group is ongoing
  - To check if the HNS analysis was sent to Colleen O'Sullivan
  - The HNS analysis results has been uploaded to the NDP website
  - The next set of Steering Group Meeting dates to be confirmed and updated on the yearly planner and distributed has been completed.

#### ACTIONS:

**Mike Bunt** to forward the HNS to the Parish Council

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

### 4. Feedback from the Parish Council

- No feedback from the Parish Council.

**ACTION/S:** Ongoing

## 5. Summary of progress of Focus Groups:

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

- There have been no meetings and updates to give during the last month, as we have been concentrating on the consultation event.

**FG1 – ACTION/S: None**

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

- LLCA – Complete. Results are currently being uploaded on the NDP Website.
- Village Character Assessment – We are currently waiting on a meeting with architects then we can move forward. More to follow

**FG2 – ACTION/S: None**

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

- There have been no meetings and updates to give during the last month, as we have been concentrating on the consultation event.

**FG3 – ACTION/S: None**

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

- To date there have been 30,104 hits on the NDP website.
- All other actions have been with regard to the questionnaire.

**FG4 – ACTION/S: None**

## 6. Main Questionnaire

### **Data Entry & Results Analysis:**

- Responses came in regarding the paper survey, online direct and through the NDP website, we had 1,201 as of 12th October 2016
- Mike B presented a PowerPoint analysis of the questionnaire data in graphic form. The consensus was that the group were very pleased with the results. It was agreed that Mike would also present this analysis to the Parish Council and forward it to Colleen.
- We also had comments come in on how professional the survey looked.
- We asked the question on when the survey should be closed down and when we should run the competition prize draw?
  - We all agreed the cut off date should be Sunday 16th October.
  - Also we should then run the draw, and include a presentation to give the prizes.
- Cornwall Council expect a typical response rate to these types of questionnaires to be between 15% - 25%. The larger the parish the harder it is to get a high response rate so considering we are a large parish the 33% response rate we achieved is excellent.
- Dawn and her team will analyse all of the data received from the questionnaires and will include all of the 'post-it note' comments from the Drop-in events along with all of the comments from the questionnaires. These will have to be collated.
- The question was asked whether we publish the data analysis results?
- It was decided that the results of the questionnaire would be published in a leaflet to be designed by Jeff Muir. This would be distributed with either November or December's Bolster Paper (depending on timescales).
- Spare leaflets would be made available at different locations around the Parish.
  - We agreed a budget of £1,300.00 for the results publication leaflet.
  - Alan, Mike B and Mike L to liaise with Jeff Muir over the design and production of the results leaflet.
  - The deadline to spend the Localities funding is mid-November.
- It was felt that more work was required to engage with the younger generation. It was hoped that Roger's planned talk to the Scouts would help with this.
- Finally we would like to thank Mike Bunt for coordinating the logistics behind the questionnaire including delivery, creating the survey monkey version and collating the results. We would also like to thank all the team that helped with data inputting.

**ACTION/S:**

**Roger Radcliffe** to make sure Dawn Brown receives the consultation events feedback plus his notes on the various NDP talks he has performed, including the library talk.

**Jinny Clark** to send original comments from early stage consultation events to Dawn Brown

**Mike Bunt** to publish the questionnaire data and comments on the website to enable access by the Focus Groups and Steering Group.

**Alan, Mike B & Mike L to liaise with Jeff Muir on the results leaflet production**

**7. Consultation Events**

- Well done to everyone who helped with the consultation event. We had great responses, with people saying how professional the events looked.
- We discussed the event visitor figures;
  - We had a total of 189 visitors across all 5 wards, with the following figures at each ward as;
    - Mount Hawke – 54
    - Porthtowan – 15
    - Mithian – 23
    - Blackwater – 43
    - St Agnes – 54

**ACTION/S: None****8. Policy Writing & Timetable**

- Cheryl Marriott spoke to Colleen O’Sullivan on policy writing and we have a template to summarise the evidence we have collected and plan the policies we need to consider.
- Cornwall Council are keen to be involved early in policy writing.
- We need to fill in the template via the focus groups, using the evidence we have collected together with the main questionnaire results.
- Colleen has offered to hold some policy writing sessions with us, the following items were discussed at our meeting;
  - There are policy examples available for viewing online.
  - Colleen suggested that the in the last couple of weeks of November we should meet for a couple of policy writing workshops.
  - It was suggested that we need 2 workshop sessions, which we all agreed to.
  - Suggested dates for the workshop were:
    - November 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup> and December 2<sup>nd</sup> and morning sessions.
    - Venue – Blackwater Village Hall or Parish Rooms, St Agnes (TBC).
  - Steering Group members that are interested in helping on the policy writing working group – Pauline Barrow, Roger Radcliffe, Cheryl Marriott, Alan Clark, Amanda Baines, Graham Windmill, Dawn Brown, Jamie Roberson.
- **Project Plan Timeline**
  - We discussed the project plan – We have moved our project from project app to excel.
  - We discussed the timeline - We are now looking at finishing in 2018.

**ACTION/S:**

**Cheryl Marriott** to contact Steering Group and Focus Group members for volunteers for policy writing sessions.

**Alan Clark** to distribute the Project Plan to Steering Group members.

**9. Finance and Fundraising**

- Mike Lunn gave details of expenditure to date, an estimate of future expenditure and available funds at present:

Item	Funding	Expenditure	Balance
Council Precept	15,000		
Localities Grant	9,000		
Expenditure to Date		8,400	
Outstanding Invoices		1,400	
	24,000	9,800	14,200

- At the moment our original estimate of £25,000 for the NDP project would seem achievable.
- On 9th September we submitted an application for a grant of £10,000 from The Big Lottery Awards for All England. This application is under review, with further details of expenditure, quotations, etc required by the grant examiner. We would expect to hear the result of this application by the end of the year.
- We have an application for a £500 grant from the Cornwall Devolution Fund pending. We hope to have the result of this in November. Due to the low uptake on this particular Fund Pauline will liaise with Guy Thomas to enquire if a larger grant may be available from this source for our project. Pauline will be meeting Guy on 13th October.
- From the outset we have hoped to draw down as little as possible from the Parish Precept however any expenditure from now until the arrival of further grant funding will be met by the Precept allowance. This was discussed and unanimously agreed in order that there should be no delay to the programme.

#### 10. AOB

- Abi Smith joined us from Cornwall Council's Housing Intelligence/Affordable Housing team. Abi asked us if we had ideas about how CC could better support NDP including any data required.
- Q&A's:
  - Q) BBC News covered a story on vacant properties within Cornwall (which has one of the highest figures for empty properties of approximately 3,107 vacant homes), Abi was asked whether Cornwall Council have access to empty houses data?
    - A) Cornwall Council is looking to get over 2,000 homes back into use via a grant scheme to help home owners bring their empty properties back up to lettable states. If vacant homes are an issue, we can help with looking into ways to solve the problems.
  - Q) Population figures are hard to get hold of, is there data available?
    - A) There is data available, Abi will provide the data to Mike Bunt
  - Q) We identified housing need amongst older people in St Agnes, is there any comparable information or other sources to compare our figures to?
    - A) The housing register figures can be obtained for those in extreme need. Abi will look into finding further information.
  - Q) Funding – Our survey was quite general by necessity, is there any funding available to look into some of the issues in more detail and do other specific surveys so that improvement projects can be started separate to the NDP process?
    - A) Abi will be looked in to.

#### ACTION/S:

**ALL Focus Groups** to have policy writing template filled in by November's Steering Group meeting

#### 11. Confirm Date and Location of next meeting

- The next SG Meeting:
  - Date: 09/11/2016 between 6.45pm and 9.00pm.
  - Venue: Mount Hawke Methodist Chapel
- And then: SG Meeting:
  - Date: 07/12/2016 between 6.45pm and 9.00pm.
  - Venue: Porthtowan Village Hall – Lushington Room

**ACTIONS FROM NDP 18 MINUTES:****All Focus Group**

- To have policy writing template filled in by November's Steering Group meeting

**Alan, Mike B & Mike L**

- To liaise with Jeff Muir on the results leaflet production

**Alan Clark**

- To distribute the Project Plan to Steering Group members.

**Jinny Clark**

- To send original comments from early stage consultation events to Dawn Brown

**Cheryl Marriott**

- To contact the Steering Group and Focus Group members for volunteers for policy writing sessions.

**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 send original early stage items to Dawn Brown

**Mike Bunt**

- To publish the questionnaire data and comments on the website to enable access by the Focus Groups and Steering Group.
- To forward the HNS to the Parish Council

**Roger Radcliffe**

- To make sure Dawn Brown receives the consultation events feedback plus his notes on the various NDP talks he has performed, including the library talk.
- To write up the notes from the Library User Group presentation.