

St Agnes Parish Neighbourhood Development Plan Meeting 19 Minutes – NDP – 09/11/2016

Venue: Mount Hawke Methodist Hall Start time: 6.55pm. End time: 8.25pm



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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. **Project Support Group Update** – 'What you told us' leaflet - agree draft of the leaflet and distribution methods.
6. **Policy writing** - Discussion of some example templates so we are all clear on the process.
7. **Project Plan** - (particularly in connection to predicted expenditure
8. **Finances & fundraising**
9. **AOB**
10. **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
Mike Bunt
Alan Clark

Jinny Clark
Pauline Barrow
Dawn Brown

Diane Wetherill
Robert Wetherill

Apologies received:

Roger Radcliffe, Mike Lunn, Lynn Davies, June Crossland, Amanda Baines, Dave Calloway, Graham Windmill

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 - Done
 - The HNS analysis results has been uploaded to the NDP website - Done

ACTIONS:

Mike Bunt to forward the HNS to the Parish Council

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

4. **Feedback from the Parish Council**

- No feedback from the Parish Council.
- Pauline reported that the Parish Council had found the NDP Questionnaire response data of great use in a recent submission to a planning inspector.
- She had also received a 'Position statement' on empty homes in Cornwall from CC. It was felt that this would be of more interest to the Parish Council but would be passed to the Housing Focus Group for consideration.

ACTION/S: Ongoing

Pauline Barrow to pass report to FG 1

5. Summary of progress of Focus Groups:

FOCUS GROUP 1 – Housing, Education and Community Facilities

- Ten draft Policies had been circulated (9/11/16) to SG members for consideration.

FG1 – ACTION/S:

To continue working on policies

FOCUS GROUP 2 – Landscape, Natural and Built Environment

- LLCA – Complete. The maps were now available on our website. June was working hard on the reports.
- 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

- The group had met twice recently. They had reviewed settlement boundaries and what the various parcels of land may be suitable for. They then listed those issues that should be considered within FG3 topics. Members agreed to study the broad information available, summing up the responses from all public consultation events relating to the NDP and in particular the recent questionnaire and comments collected, and to filter out any comments that might fall into FG3 Policies.
- We looked at:
 - The SurveyMonkey analysis of questionnaire answers.
 - The separate comments appended to the returned questionnaires.
 - The ‘Post-it’ note comments taken at the five public ‘Drop-in’ events
 - Feedback comments taken from the five presentations given by Roger to various community groups in the Parish.
- From this we evaluated where there may be policies required for the NDP and we have now started individually to draft up the related Policy Templates. We have about ten so far but are working on them over the next few weeks, ready for the Policy Workshops that are scheduled.
- We then intend to discuss these within the Focus Group and reach a consensus for consideration by the SG.

FG3 – ACTION/S:

Continue writing draft policies

PROJECT SUPPORT GROUP - Update:

- To date there have been 30,104 hits on the NDP website.
- All other actions have been about the “Thank You” Leaflet:
 - Alan, Mike L and Mike B had met with Jeff Muir, the designer and discussed the production of a leaflet to be distributed to all households.
 - A copy of the first draft was passed to all present for comment and suggested amendments. (It would also be emailed to all SG members). Those present, commended the design and content.
 - It is to be printed and folded by Printout Services and will be distributed with December’s Bolster. Spare copies would be available at various locations throughout the Parish.

FG4 – ACTION/S:

To forward all amendments to designer and to check final draft and ensure it was received by the printers by 16th November.

To distribute spare copies throughout the Parish.

To arrange for notices to be placed on PC noticeboards indicating where spare copies could be picked.

6. Policy Writing

- Many draft policies had already been produced by the FGs – these should be passed to Cheryl.
- It was confirmed that the Policy Writing Workshops would be held at Blackwater Village Hall on 25th and 30th November, both from 0900 – 1300hrs.

- Alan offered to distribute a PowerPoint presentation of the Policy Writing workshop he had recently attended to all SG members.
- It was suggested that we might share some of our draft policies with the public after the workshops. It was felt that this would be a good way to sustain public interest.

ACTIONS:

All FG Leads to pass draft Policies to Cheryl

Alan to share his copy of Policy Writing Workshop presentation

7. Project Plan

- Alan has updated and revised the NDP Programme and moved it to Excel to make it more accessible. (Unfortunately Cheryl's version of Excel appeared incompatible so Alan agreed to send her a different version).
- Also added is an additional column to note whose responsibility for each task and any cost implication.
- He requested all SG members to study the revised programme and evaluate any activity that may need funds asap and also the associated programme dates. Without this we are unable to apply the required detail to claim for grants from the various sources. Any queries please contact Alan.

ACTION/S:

Alan Clark to supply Cheryl with a compatible version

All To study the new programme as requested above

8. 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

- Pauline was liaising with Guy Thomas over a possible source of finance.
- Mike L, having submitted our Big Lottery grant application had responded to several requests from the Lottery for further information. Having done this, he now hoped that the Lottery were happy with his application.

ACTION/S:

Pauline Barrow to continue liaising with Guy Thomas

9. AOB

- **Main Questionnaire - Data Entry & Results Analysis:**
 - Mike B reported that the draw for the questionnaire prize winners had been completed and that the three winners were from St Agnes, Mount Hawke and Blackwater.
 - Dawn was busy collating all the 'additional comments' from the questionnaire, the drop-in events and Roger's community presentations. These would be forwarded to the FGs.

ACTION/S:

Dawn Brown to continue collation and distribution of responses and start analysing the SurveyMonkey data

10. Confirm Date and Location of next meeting

- Next SG Meeting:
 - Date: 07/12/2016 between 6.45pm and 9.00pm.
 - Venue: Porthtowan Village Hall – Lushington Room
- And then: SG Meeting:
 - Date: 11/01/2017 between 6.45pm and 9.00pm.
 - Venue: Mithian Village Hall

ACTIONS FROM NDP 19 MINUTES:**All Focus Group**

- To pass draft Policies to Cheryl

Dawn Brown

- To continue collation and distribution of responses and start analysing the SurveyMonkey data

FG1 & FG3

- To continue working on policies

Project Support Group

- To forward all amendments to designer and to check final draft and ensure it was received by the printers by 16th November
- To distribute spare copies throughout the Parish
- To arrange for notices to be placed on PC noticeboards indicating where spare copies could be picked

Alan Clark

- To share his copy of Policy Writing Workshop presentation.

Mike Bunt

- To forward the HNS to the Parish Council

Pauline Barrow

- To pass report to FG1
- To continue liaising with Guy Thomas

Roger Radcliffe

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