

St Agnes Parish Neighbourhood Development Plan Meeting 20 Minutes – NDP – 07/12/2016

Venue: Porthtowan Village Hall, Lushington Room Start time: 7.11pm. End time: 8.34pm



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. 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 Lunn
Mike Bunt
Alan Clark
Jinny Clark

Pauline Barrow
Amanda Baines
Lynn Davies
June Crossland
Bob Crossland

Joyce Duffin
Martin Ripper
Graham Windmill
Robert Wetherill

Apologies received:

Roger Radcliffe, Dawn Brown, Dave Calloway, Diane Wetherill

2. Minutes from Last Meeting:

One point to amend in the attendance list, add Bob Crossland to the list.

ACTIONS:

Amanda Baines to notify the steering group that the minutes have been amended and not to redistribute - **Completed**

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

- We went through the list of actions
 - Survey monkey collation and distribution of responses is ongoing, Martin Ripper had provided a breakdown of the question responses, where possible, by individual wards.
 - Alan Clark to share his copy Policy Writing presentation is still to do
 - Pauline Barrow to continue liaising with Guy Thomas

ACTIONS:

Alan Clark to forward his copy of the Policy Writing presentation.

Pauline Barrow to continue liaising with Guy Thomas

3. Feedback from the Parish Council

- No feedback from the Parish Council.
- Pauline gave an update to the Parish Council on where the NDP is up to and Mike Bunt delivered his main questionnaire's results presentation which was very well received by the Parish Councillors.

ACTION/S: Ongoing

Pauline Barrow to pass report to FG 1

4. Summary of progress of Focus Groups:

FOCUS GROUP 1 – Housing, Education and Community Facilities

- Meeting tomorrow – Working on policies based on Policy Workshop, and filling in gaps.

FG1 – ACTION/S: See Collated Actions below

FOCUS GROUP 2 – Landscape, Natural and Built Environment

- Meeting again tomorrow to come to a decision on the Village Character Assessment.
- Peter Rose has done some fantastic work on his Historical Environment Policy

FG2 – ACTION/S: See Collated Actions below

FOCUS GROUP 3 – Business, Employment and Infrastructure

- The group has been working on the policies and it has been going well. More to follow. Meeting to be scheduled ASAP.

FG3 – ACTION/S: See Collated Actions below

All FG ACTION/s:

- **ALL** – With Regards to Policy Workshop Notes from Cheryl Marriott: Check ‘The Parish wide Objectives’ on page 1 and identify any gaps in relation to their Focus Groups work.
- **ALL** – To read Cornwall's Local Plan in accordance with your area of interest..
- **Amanda Baines** – To invite Robbie Walton to the next NDP Steering Group meeting, ensuring that the information that Andrew George will also be attending is included in the email to Robbie.
- **Cheryl Marriott** to share Peter Rose Historical Environment Policy NDP Steering Group.
- **Cheryl Marriott** to contact Natural England to ask if the NDP needs a habitat regulation assessment (Natasha Collings-Costello, Ecologist at Cornwall Council has been working on this too)
- **June Crossland** to ask Peter Rose about sustainability
- **Mike Bunt** to put draft objective and vision statement on the Facebook page.

5. PROJECT SUPPORT GROUP - Update:

- Have agreed the final draft of “what you told us” leaflet. This has now been printed and is currently being distributed with the Bolster. Spare copies would be placed at strategic points throughout the Parish for those people not covered by the Bolster.
- We agreed that it is worth posting a ‘Thank you’ document on the website.

FG4 – ACTION/S:

Mike Bunt to publish a ‘Thank you’ document on the website

Mike Bunt to forward the questionnaire analysis to Stuart Wallace and ask for his comments.

6. Policy Writing

- The policy writing sub-group had 2 sessions on policy writing with Colleen O’Sullivan from Cornwall Council at both and Nick Marsden from Cornwall Council at one.
 - They looked at the main questionnaire survey results and broke down the answers into sections to analyse in depth.
 - The Steering Group discussed the results breakdown further.
 - We also discussed the differences in answers from different wards of the Parish. Breakdown of results supplied by Martin.
- Vision & Objective:**
- We discussed the draft vision of the plan.
- Settlements:**
- We discussed housing within and outside the settlement area in relation to housing need, affordable housing and affordable housing for the elderly.
 - Discussed drawing the settlement boundary and boundary allocation.
 - Also discussed the different settlement needs per ward.
 - We also discussed the future possible restructure of the Focus Groups as we move through the process of the NDP, which would be beneficial to the settlement/ward processes. This in turn

- suggested that we would need further new members who would like to help with the settlement boundary process, with members being from each ward.
- This brought up the subject of how the possible future changes would affect the project plan, which we were informed would be accommodated.
 - We discussed whether we need to conduct a sustainability assessment. June Crossland advised that Coleen had confirmed that **we do not need to** conduct this assessment.
 - We discussed the officers report and the relevance to certain Focus Groups and the results of our main questionnaire.
 - The Steering Group also discussed that when we have village specific meetings, that we should invite Parish Councillors from adjoining Parishes. This was agreed.
 - Delivering Affordable Housing: Andrew George from Community Land Trust has agreed to attend the next Steering Group meeting in January 2017.
 - We also discussed the local Cornwall Plan and the changes that have occurred.
 - We agreed we should put the local plan on the website
 - Finally, we discussed the planned housing build figures, Colleen will forward an updated version of the figures for St Agnes.

ACTIONS:

Cheryl Marriott to pass Policy Writing information to the NDP Steering Group

Jinny Clark will circulate the Open Space Report produced by Stuart Wallace. If it is not the final edit we need to ask him for a final version.

Amanda Baines to invite Robbie Walton to the next NDP Steering Group meeting.

Mike Bunt to upload the local Cornwall Plan to the website.

ALL SG Members to read the Local Cornwall Plan

7. Project Plan

- The project plan is going well, we have now been able to put costings in line with the timeline.
- We discussed grants and applications
- We now have a costings/expenditures document with headings for each area.
- Alan has asked for checks that finance related information is correct, so that nothing is missing, to keep both the project plan timeline and the finance figures up to date.

ACTION/S:

All FG to check that finance related information is correct

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		
Roger Radcliffe WI Fee	25		
Local Development Fund	566		
Big Lottery Awards for All England	10,000		
Expenditure to Date		9,780	
Outstanding Invoices		0	
	34,591	9,780	+24,811

- The £10,000 Big Lottery grant has been received by the Parish Council.
 - Mike will circulate to the Steering Group details of the areas in which this funding may be used **(Completed)**.
- It is important that before committing to expenditure all costs should be approved by the full Steering Group.
- The £9,000 Localities grant was spent within the specified period and we are now preparing a report to Localities to have that grant "signed off".

- If would be ideal if by the end of February all 'spending' groups could earmark the funds required to the end of 2017.
- We continue to believe that the cost of our NDP project can be contained within our original budget of £25,000.

ACTION/S: Focus groups.

9. AOB

- Pauline Barrow was accepted onto the Planning Partnership and will be going to their first meeting in Bodmin.
 - Planning Partnership decide the protocols of planning before they go ahead with an application.
 - The Parish Council has agreed to adopt the 'Local Council Pre App Protocol'. This would enable the Council to influence certain applications before they reached the formal application stage.
- Jinny Clark noted that this will improve the Council's ability to influence the outcome of planning applications
- Mike Lunn asked for all outstanding invoices to be forwarded over to him.
- Christmas Party:
 - The Christmas party was discussed last month and we finalised some details.
 - We decided that we will hold it after Christmas and set the date for Friday 20th January 2017
 - With invitations going out to all the Steering Group members and their helpers, as well as all the Focus Group members.
 - Choice of venues are; Taste (St Agnes), Miners Arms (Mithian) and The Victory (Towan Cross).
 - The evening will be a meal together with drinks – (all to paid for by the individuals from their own pocket).
 - Amanda Baines has accepted the request to organise the event.
 - An email will be sent out with all the particulars on, with further emails regarding bookings etc to follow.

ACTION/S:

Amanda Baines to organise the Christmas party.

10. Confirm Date and Location of next meeting

- Next SG Meeting:
Date: 11/01/2017 between 6.45pm and 9.00pm.
Venue: Mithian Village Hall
- And then, next SG Meeting:
Date: 08/02/2017 between 6.45pm and 9.00pm.
Venue: Blackwater Village Hall

ACTIONS FROM NDP 20 MINUTES:

All Focus Group

- To pass draft Policies to Cheryl
- With Regards to Policy Workshop Notes from Cheryl Marriott: Check 'The Parish wide Objective' on page 1 and identify any gaps in relation to their Focus Groups work.
- To read Cornwall's Local Plan in accordance with your area of interest.
- To check that finance related information is correct.

Alan Clark

- To share his copy of Policy Writing Workshop presentation.

Amanda Baines

- To notify the steering group that the minutes have been amended and not to redistribute - **Completed**
- To invite Robbie Walton to the next NDP Steering Group meeting, ensuring that the information that Andrew George will also be attending is included in the email to Robbie
- To organise the Christmas party

Dawn Brown

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

Cheryl Marriott

- To share Peter Rose Historical Environment Policy NDP Steering Group
- To contact Natural England to ask if the NDP needs a habitat regulation assessment
- To pass Policy Writing information to the NDP Steering Group

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

Jinny Clark

- To circulate the 'Open Spaces Report' prepared by Stewart Wallace when available.

June Crossland

- To ask Peter Rose about sustainability

Mike Bunt

- To forward the HNS to the Parish Council
- To put draft objective and vision statement on the Facebook page
- To publish a 'Thank you' document on the website
- To forward the questionnaire analysis to Stuart Wallace and ask for his comments.
- To upload the local Cornwall Plan to the website.

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