

St Agnes Parish Neighbourhood Development Plan
Meeting 21 Minutes – NDP – 11/1/2017

Venue: Mithian Village Hall, Start time: 7pm. End time: 8.29pm



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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:
 - o Focus Group 1 - Housing, Education & Community Facilities
 - o Focus Group 2 - Landscape, Natural & Built Environment
 - o Focus Group 3 - Business, Employment & Infrastructure
5. Project Support Group Update
6. Village specific workshops on settlement boundaries – planning when and how we do this
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
 - o Date of February meeting
 - o Key agenda items

1. Welcome and Introductions, apologies for absence

Attendees:

Cheryl Marriott	Pauline Barrow	Dawn Brown
Mike Bunt	Roger Radcliffe	Martin Ripper
Alan Clark	Lynn Davies	Robert Wetherill
Jinny Clark	June Crossland	Diane Wetherill

Apologies received:

Mike Lunn, Graham Windmill, Amanda Baines

2. Minutes from Last Meeting:

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

Cheryl Marriott to contact Natural England re: habitat regulation assessment;
June Crossland to brief Peter Rose and ask him to contact English Heritage re: sustainability;
Mike Bunt to check that the 'Thank you' document is on the NDP website;
Mike Bunt to seek feedback on NDP questionnaire analysis from Stuart Wallace;
Jinny Clark to circulate open space report to Steering Group once final version available;
Mike Bunt to upload the open space report onto the NDP website in due course;
ALL to read the Cornwall Local Plan if not already done so.

Actions from Policy Writing Workshops:

Andrew George would attend the February Meeting.

It was noted that Andrew George had an information event in Truro invitations to which would be circulated to the Parish Council by **Jinny Clark**.

Roger Radcliffe to speak to local estate agents about current demand for housing.

Roger Radcliffe to check notes on the formulation of a checklist and send to Cheryl Marriott

Cheryl Marriott to circulate Coleen's comments from her actions to the Focus Groups.

3. Feedback from the Parish Council

- No feedback from the Parish Council this time.
- Pauline Barrow had given feedback to the Planning Partnership.
- Guidance from Cornwall Council now available on the new Local Plan re: Housing and the 5year land supply i.e. 3 years is adequate if your parish has an NDP. It was noted that housing allocations for St. Agnes had been met although June Crossland was pursuing Coleen for confirmation of the position.

4. Summary of progress of Focus Groups:

FOCUS GROUP 1 – Housing, Education and Community Facilities

- Group met on 8th December 2016 – Reviewing settlement boundaries – Coleen had been asked to supply updated maps showing all approved planning applications for housing. The O.S. base map would also be checked on the ground with all information. Plans once amended would be presented to the Steering Group along with draft new settlement boundaries.
- **Mike Bunt** to investigate the possibility of using local pilots to assist by aerial survey.
- **Policy on travel to school would be passed to Focus Group 3.**

FOCUS GROUP 2 – Landscape, Natural and Built Environment

- Next meeting due on 26th January 2017.
- It was hoped that Cheryl Marriott and Bill Makin would hold a separate meeting to consider wildlife issues.

FOCUS GROUP 3 – Business, Employment and Infrastructure

- Group met on 10th January 2017 and had been considering Peter Rose's excellent work as a template for policy formulation.
- Current focus was to ensure that NDP policies complemented rather than duplicated those of the Local Plan. Mike Bunt to focus on the SUDS policy in respect of our St Agnes coastal location and associated drainage issues.
- Roger Radcliffe noted that Roseland SG had formed an advisory group who would either work with PC members or alone to facilitate various projects arising from the NDP policies and appendices. This was though worthy of consideration later.
- A new topic of discussion had been the potential safeguarding of former railway routes in light of Cornwall Council's policy drive in respect of railways.
- FG3 will re-work their policies in line with Peter Roses draft policy and information from other NDP policies tabled.

It was agreed that as a fresh pair of eyes, Martin Ripper should serve as 'critical friend' – reading and commenting on the work of the Focus Groups as they develop their policies.

A first attempt at a 'rough long list' of policies would be reviewed at the February meeting at which meeting dates for further policy writing workshops would be agreed.

ACTION: Cheryl Marriott to obtain provisional dates from Coleen

Cheryl Marriott to circulate 1st draft of a list of policies.

5. PROJECT SUPPORT GROUP - Update:

- Mike Bunt reported that there had been 37684 hits on the NDP website by 6815 unique visitors.
- It was noted that the 'emerging NDP' was being recognised and used as a term by the public in the context of planning.
- It was noted that Coleen was now using the St. Agnes survey methodology as an exemplar.
- The latest report in the Bolster included the good news about the £10,000 lottery grant for NDP.

ACTION: Mike Bunt to send 'Thank you' document to Coleen, P. Mason and N. Marsden at Cornwall Council.

Mike Bunt to continue writing Community Engagement document (Roche was

6. Village Specific Workshops on Settlement Boundaries

- Once the main policies are in draft form dates, venues and publicity would be agreed:
- Coordination with emerging work on Village Character Assessments would be essential.
- Names of groups and individuals who had attended previous consultation events or who had expressed an interest would be alerted in due course.

ACTION: None

7. Project Plan

- In light of discussions earlier in the meeting Alan Clark indicated that he would need to update the timeline;

- It was noted that no changes had been requested in light of anticipated expenditure;
- Village Character Assessment ‘brief’ and process would be considered by the Parish Council in Feb/Mar.

ACTION: Alan Clark to update the project plan

8. Finance and Fundraising

- It was noted that the Localities Grant had been declared ‘complete’ following the Steering Group’s feedback report coordinated by Mike Lunn. The audit trail would need to be kept available for 6 years after the end of the part of the project funded by the Localities Grant.

ACTION/S: Mike Lunn for forward a copy of the ‘sign off’ letter from Localities (Groundwork) to the Parish Council.

9. AOB

- Dawn Brown urged the Steering Group to look at the CIL consultation document which had recently been published by Cornwall Council. DB had asked the Parish Council to consider it. It was noted that the link to the consultation document was in the Cornwall Council NDP Newsletter.

ACTION: Consideration of the CIL consultation document to be put on the February Steering Group agenda.

10. Confirm Date and Location of next meeting

- Next SG Meeting:
Date: 08/02/2017 between 6.45pm and 9.00pm.
Venue: Blackwater Village Hall