

**St Agnes Parish Neighbourhood Development Plan Steering Group
Minutes of the Wednesday 9 August 2017 Meeting 28
Held at Blackwater Village Hall**



www.stagnesndp.org

1. Present:

Roger Radcliffe	Pauline Barrow		
Mike Lunn	Martin Ripper	Alan Clark	Jinny Clark
Lyn Davies	Mike Bunt	June Crossland	Bob Crossland
Dawn Brown			
Sue Herman			
Rob Wetherill	Di Wetherill		

2. Welcome & introductions, apologies for absence

Cheryl Marriott

3. Actions from previous meetings (not covered by the agenda)

Minutes accepted

Cheryl to collate updates for home page and liaise with Coleen (ongoing)

4. Feedback from the Parish Council

Pauline reiterated that there was full support for the emerging NDP

Dawn confirmed that the Council were now moving to a committee structure and a planning meeting would be held once a month.

Consideration of Martin's analysis of various consultations. The meeting thanked Martin for the additional information that his analysis provided for the Focus Groups.

Focus Group Updates:

Focus Group 1 - Housing, Education & Community Facilities

Coordination of responses to Cornwall Council - Steering group to agree what they want Coleen and James to do. Cheryl official point of contact .

Bob noted that from the analysis a settle boundary for Wheal Rose needed to be looked at.

Jinny also asked that Mawla be considered for a settlement boundary, together with Towan Cross and Mongoose.

Agreed it would be a local decision regarding what areas go forward with settlement boundaries, but first should look at the criteria for including areas within a boundary.

Informed that comments and queries to the current settlement boundaries had been passed to James.

The question of including a Settlement Boundary for Wheal Rose - To be discussed within the focus group

In response to consultation feedback, special attention would be paid to the 'self build plots' of any proposed policy.

Rounding off – give additional info within the policy for NDP (reasoning and context for settlement boundaries).

Cheryl to request meeting with Coleen and other planning officers with specific roles.

Bob suggested that regular monthly updates should be put in the Bolster. He had written one for September's Bolster and Mike Bunt agreed to format it for publication and if possible add a section covering some of the common misunderstandings raised from the consultation exercises.

Feedback for consultation events and online, now waiting for James's response for next focus group.

12th September NDP event at Truro: Roger and Bob to liaise with Cheryl regarding matters that might need to be raised.

Focus Group 2 - Landscape, Natural & Built Environment

June has nearly completed LLCA report, will send back to volunteers for observations. Funding available for assessments. Financial support of min £3000.00 to outsource completion of the Village Character Assessment and if more money is needed would bring costings back to Steering Group. Advised that it was very difficult to find individuals to undertake the work rather than a planning practice who would probably require a five-figure budget. Therefore, the PC should be informed that it may not be possible to obtain 3 quotes due to the nature of the work. Agreed the PC should be put on notice in order to secure agreement in-principle to the expenditure requested.

Mike L to provide up to date NDP account figures

June to seek advice on the Village Character? assessment.

Focus Group 3 - Business, Employment & Infrastructure

Alan reported that some issues had been resolved but the group had discussed gaps and omissions. E.g. How to protect the Beacon (in response to feedback from the Chamber of Commerce). Relates to landscape Character assessment. Part of AONB management plan. Also relates to the tourism policy.

Agreed certain areas were overlapping and there would be a need to link up all groups and liaise over final policies.

Bob suggested that a template be created for each group to work to.

Action Bob to produce a template so that each focus group can address concerns logically in a fixed format.

5. Project Support Group

Mike B informed the group that Bob had drafted an article in response to a concern from a resident who had asked for a list of the volunteers involved in the NDP. Although it was stated that this information was available on the NDP website it was accepted that not everyone had access to computers.

Agreed that Bolster was the best way to get information out, although it still had limitations in outlying areas.

Agreed that the Chair of each group would write a monthly submission for the Bolster in order to give a rolling update on NDP progress.

Agreed that a section "misconceptions regarding the NDP" should be included each month.

Agreed that all Chairs of Focus Groups are named.

Agreed that together with a monthly article in the Bolster, copies should be put in pubs, shops, etc

Jinny confirmed that the project support were trying to get message out. It was suggested that Martin Ripper could help Mike Bunt with the work of the Project Support Team.

From the consultation feedback, over 300 residents had agreed the NDP was generally moving in the right direction,

Agreed that Bob would be recognised as an active member of the Steering Group.

Martin informed members that he had collated all online comments, but asked for the hard copy comments gathered at each consult group so that they could be collated and analysed.

Bob to give all post-it notes to Martin to collate and analyse

Community consultation statement, Mike B to approach Jeff Muir to quote for production.

Agreed to ask for collation/design and production of document if more than £500 would discuss with the Steering Group.

6. Other NDPs - Production Feedback (see Mike Lunn's e-mail of 4th Aug)

Mike L suggested using Jeff Muir to make up template for NDP - rough estimate of £1200

Roger asked for comments/observations from around the table

General agreement that: -

Blackwater – Mithian – Mount Hawke – Porthtowan – St Agnes

Mike L - would have to be visually interesting to draw people in and limit number of pages, size of document should not be too weighty.

Must have a contents page - examples of best practice, feed to Cheryl some of the ideas gained from other NDP's.

A Glossary of terms at rear of document.

Dawn - Aesthetically pleasing, possibly 2 columns with graphics and texts, put in qualifying statements.

Alan - photographs and graphics, describe process (flow chart)

Martin - Must consider who the NDP is for and who will use it the most, must be written to meet the needs of developers and the Parish Council.

Must be easy for those considering planning applications to use. Put policies together.

June - has to meet certain functions, but needs to be user friendly and reflect consultation responses.

Bob - should not be cluttered e.g. use the template for NDP content produced by Emma Ball to make sure nothing missed. Short and clear.

Consider production of an executive summary to sit beside main document, may be an additional cost.

Mike L to obtain an additional quote for production of the executive summary NDP document.

Jinny - layout and photos important, but also colour

Pauline - modern crisp easy to use, good content page, glossary at back. Keep policies together. A "NDP for dummies" version.

Lynn - Felt that the meeting had already expressed her thoughts; she supported what had been said.

Mike B - Concurred with all that had been said and agreed use of CC template.

Roger - Literary quotations, use of Cornish language, local flavour. Good maps important. Listed buildings, AONBS etc

Explanation of abbreviations and acronyms such as AONB, also provide history, so that the reasons that underlie the decisions are made clear.

Roger to summarise his comments for Cheryl and Sue (copy to be attached to the minutes)

Mike L to talk to designers.

7. Finances (Please bring details of any anticipated expenditure)

Expenditure as indicated during meeting. Limited expenditure for the month.

8. AOB

Timeline - June together with Alan to build a picture of what has to be achieved and by what time.

Submission - Alan June and Mike L to meet and review Submission Check List to ensure compliance and look at outsourcing the work to complete the Basic Condition Statement and possible costs for an Strategic Environment Assessment (SEA).

Action - Roger to provide Pauline with a list of bullet points to report back to the PC.

Jinny - email from Portreath regarding starting their NDP. Had also met Perranzabuloe who are also looking to commence an NDP.

9. Date & Location of next meeting/s & key agenda items

Wednesday 13th September, Mount Hawke

8.55 meeting closed.