

St Agnes Parish Neighbourhood Development Plan

Meeting 3 Minutes – NDP – 30/06/2015

Date: 10/06/2015. Start time: 7.15pm. End time: 9.50pm



Agenda:

1. Welcome & Introduction
2. Ground Rules
3. Parish Council Mandate
4. Project Plan
5. Lead Roles
6. ToR Draft Review
7. Communications
8. Pre-Survey Results
9. Finance & Fundraising
10. AOB
11. Next Meeting

People in attendance:

Roger Radcliffe (RR)	Lynn Davies (LD)	Annabel Aguirre (AA)
Michelle Hough (MH)	Dawn Brown (DB)	Amanda Baines (AB)
June Crossland (JuneC)	Guy Thomas (GT)	Robert Wetherill
Alan Clark (AC)	Cheryl Marriott (CM)	Diane Wetherill
Jinny Clark (JinnyC)	Mike Lunn (ML)	Graham Windmill
Mike Bunt (MB)	Diana Rodda (DR)	
Pauline Barrow (PB)	Robbie Walton (RW)	

People unable to Attend:

Bill Makin (BM)	Pattie Richmond
Vince Falco (VF)	Dave Calloway (DC)
Bob Crossland (BC)	Julie Appleyard
Toby Parkins (TB)	Jackie Cotton

2. Ground rules

Add these ground rules to the minutes:

- Add Amanda and Cheryl's contact numbers to the minutes Cheryl - 07970 535684, Amanda - 07759389916
- Read papers in advance
- Address issues not personalities
- Be positive and constructive
- Keep to the topic being discussed
- Finish on time unless agreed to continue
- One conversation at a time please (be polite, or raise your hand in exceptions)
- We have a collective, responsibility for the decisions taken – a unified voice on decisions made
- Have a running list of decisions made and actions required to be sent soon after meeting (in bullet form), then an in-depth minutes later
- Minutes to no longer note; who said what, just the essence of the information
- Ask if we don't understand something – please feel free to speak up
- If you are not happy, please say, either in the meeting or speak to Cheryl or Roger at the end.

3. Parish Council Mandate

- The mandate supports “in principle, the formation of a Steering Group in order to look in more detail into the expertise available/costings/remit and to provide a business plan to full Council within 6 months. At this time, after consideration of the information presented, a separate vote to be taken to decide if the NDP should proceed”

- The Steering Group would be allocated “a budget of £2000 to offset any costs in providing the Council with the required information.”
- Guy Thomas is able to help us with this work.
 - We need to prepare information for the Parish council a.s.a.p. This should be the business/project plan, budget, roles and responsibilities, and the area of designation
 - We need to start building the business/project land and the designation of the area to be covered by our NDP.
 - Have a draft timeline and budget ready for the next meeting. This will be prepared by Alan Clark, Mike Lunn and Jinny Clark.
 - The PC meeting dates for August have not yet been agreed (Action - PB to ask if a slot for NDP can be made available)
 - It would be useful to look into Portreath’s and Chacewater’s NDP for any useful information, as their Parish boundaries may conflict with our area of designation. (Action - JinnyC to contact them both and gain information)

4. **Project Plan**

- The Cornwall Council’s ‘Project Plan Template covers the whole project, and is going to prove to be very useful to us.
- In order to not be overwhelmed, it's recommended to complete up to just after the designation (stage). However, it's worth looking passed this to gauge what we need to do/complete.
- Focus groups – need to have a better balance of area expertise from all wards
- There was some discussion about South West Water (SWW) and their role as a planning consultee following a question. Action – GT to look into this when he meets with Chris Hines formerly of ‘Surfers against sewage’ in early July.
 - Project Plan Task Group – AC, ML, CM, JinnyC & JuneC to look at timeline, costings, skills gap & paid expertise (date/time TBC)

5. **Lead Roles**

- Role description for lead roles need to be created, with your role, responsibility and expectation created, to keep each role clear and define limits. (Action – RR to define each role, contact each lead role via email, and have a list of these ready for the next meeting)

6. **ToR Draft Review**

- Guy Thomas has produced a draft document: Terms of Reference for the Steering Group. These are intended to define the purpose and structure of the group.
 - Key communications for re-drafting are;
 - 1 – no changes required
 - 2 – no changes required
 - 3 – no changes required
 - 4 – no changes required
 - 6 – no changes required
 - 8 – no changes required
 - 5 – Reviewing membership etc. add/remove people – suitable wording to change
 - Last bullet point – remove agreed by
 - 7 – add a pictorial on steering and focus group & their relationship, add the behaviours between them/reporting circle
 - Change monthly/fortnightly to regularly
 - 9 – add a section on parish council being a governing body
 - 10 – Unspent and unrestricted money in the account, to put a vote on where it goes, have a clause added for that
 - 11 – add something regarding data protection of data we collate

Some questions which came up during the ToR’s;

- Who holds the finance for NDP, it can be the parish council or steering group? It is up to us to decide and put this in the business/project plan (Action – to discuss this in-depth at the next meeting, and possibility of becoming a Community Interest Company).
- A couple of questions about education provision in the parish and how cooperative the Local Education Authority is. We concluded that its likely we will have an Education focus group that will look into this in detail in stage 2.

7. Communications

We have started to prepare a comprehensive list of businesses and organisations which we want to reach, and need to gather as much contact information and ways to reach people in the community as we can, whilst not overloading the communications team.

- Links to different websites are useful to add our website and Facebook page links to
- Dawn Brown has access to the WI, we can email any correspondence to Dawn and it will be passed to the WI from Dawn. (Action – do to be added to the communications methods)
- A letter to the people on the communications methods would be a good idea (Action - Discuss more on options of communications, MB, AA, DR to meet and discuss in readiness for next meeting)
- It was asked of JinnyC & PB if we could utilise the PC notice boards for all wards for the NDP minutes (Action – PB to look into this)
- The name of the meetings notes has been confirmed as ‘minutes’, rather than ‘notes’ as was suggested.
- We had some discussion on how far we go with contacting individual groups at this stage. It may be easier to widely publicise our activities and point interested people to where we will publish our meeting minutes and news rather than have to reach out to every group individually. It will be different in Stage 2 when we need to actively approach different groups and get them involved. More discussion on this at next meeting.

8. Pre-Survey Results

Data Analysis Results of the 750 questionnaires completed, we have 250 analysed, and here are the interim results;

- The responses are mainly from the older people of the wards.
- Priorities are on housing.
- The trend shows so far is that the Parish is very much against large scale developments on greenfield sites.
- People are in certain wards are also against affordable rental properties. We are not clear why this is, a housing focus group would look into this further.
- A large number of Porthtowan responses raised concerns about “travellers”.
- Mount Hawke said no to siting renewable energy However, we realise now that the question wording may have caused confusion and we will learn from this for future surveys.

The results have shown that when we gather our evidence by questionnaire we must ensure the questions are detailed and specific. Also, that the data results above could change once the last 2/3 of the responses are analysed.

(Action – DB to continue the data analysis and give a final update at the next meeting)

9. Finance and Fundraising

ML has looked at the variety of funding available and when it is best to approach them for funding. A lot needs feeding into the project plan.

GT recommended that we become a Community Interest Company (CIC)

- Becoming a CIC would provide us with direct access to allocated money and reduces the time needed to be spent on the NDP by the Parish Clerk making it less onerous for the Parish Council, and GT recommends we go down this route
- The CIC requires a Director and Secretary (Guy Thomas is able to help us set this up)

(Action – to discuss the above in more detail at the next meeting)

10. AOB

- Accessibility to large print facility for the website, and documentation.
 - An idea to ask the community how they would want to see items
- Roger thought it would be useful to include in any presentations of the NDP a talk on how much the Parish has changed in the last 124 years. Although the number of houses had roughly doubled in this period, the level of population was almost exactly the same!

11. Next Meeting

Wednesday 29th July – Porthtowan Village Hall (Lynn Davies to book the Hall) – 6.45pm arrival for 7.00pm start