

St Agnes Parish Neighbourhood Development Plan Steering Group
Minutes of the Wednesday 11 October 2017 Meeting 30
Held at Porthtowan Village Hall



www.stagnesndp.org

Present:

Cheryl Marriott	Roger Radcliffe	Mike Lunn	Martin Ripper
Alan Clark	Jinny Clark	Lyn Davies	Mike Bunt
Dawn Brown			
Rob Wetherill	Di Wetherill		

Meeting Minutes

1. Welcome & introductions, apologies for absence

Apologies from Pauline Barrow, Bob Crossland, June Crossland and Sue Herman

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

Jinny discussed Parish Council (PC) discussion of the NDP with the PC Clerk. He feels that feedback from the NDP should be at the PC planning meeting but that requests to agree expenditure need to go to the main PC meeting. Therefore requests for money to PC need to be well in advance. The Steering Group still felt that the feedback should be for the full Council. This would be discussed with the Clerk again.

All other actions complete apart from the Focus Groups (FG) beginning to fill out the document template- this will be an on-going action.

Coleen OSullivan agreed she will sense-check the draft plan, a Sustainability Appraisal is not required and that screening for a Strategic Environmental Assessment will be done once we have a draft plan but it is unlikely to be required.

3. Feedback from/to the Parish Council

Nothing to report from the PC as NDP was not discussed at the last PC meeting.

Items to report to the PC:

- Settlement boundary report and LLCA report are now both on the website
- A policy workshop to finalise draft policies scheduled for Oct 12th
- The latest NDP expenditure forecast indicates that expenditure will be met by existing funding. It is not anticipated that future Parish Precept funding will be required.

4. Focus Group Updates:

- **Focus Group 1 - Housing, Education & Community Facilities**
Particular focus on settlement boundary work and questions to work through at the policy workshop.

Wheal Rose was discussed as FG1 are working on a draft settlement boundary.

Stuart Wallace from Cornwall Council has commented on the Open Space polices.

- **Focus Group 2 - Landscape, Natural & Built Environment**

Especially Village Character update and questions for Policy workshop.

Had 2 meetings about finalising the LLCA following consultation and the Village Character Assessment (VCA) process.

ACTION- Mike L to speak to June C tomorrow to clear up the issue of procurement for the VCA. SG agreed to delegate the selection of the VCA contractor to FG2.

Finance request to go to first Monday of month Nov PC meeting.

- **Focus Group 3 - Business, Employment & Infrastructure**

Especially tourism policy and questions for policy workshop

Tourism accommodation meeting was held with St Agnes Chamber of Commerce members. Roger also been to see Visit Cornwall. **ACTION** to draft a policy and send to the Chamber of Commerce for comment.

Alan has been to 2 PC transport working group meetings which have been relevant as they were discussing projects identified in the NDP consultations.

5. **Project Support Group** Consultation report progress

ACTION Mike B- To request 3 further quotes to include collation, writing & design of the consultation statement and take to next PC meeting for authorisation. **AGREED** that the Steering Group delegate authority to the Project Support Group to select a contractor.

6. **Finances & fundraising** Including PC requirements for invoicing

Mike L talked through the latest NDP financial position

No.4 NDP Financial Position 12/10/2017	Out	In	Balance
Localities Grant		9,000	
R. Radcliffe donation		25	
Big Lottery Awards for All Grant		10,000	
Local Devolution Fund Grant		566	
Parish precept		15,000	
		34,591	+34,591
Expenditure: June 2015 - 11 Oct 2017	13,588		+21,003
Future expenditure identified @ 11 Oct	9,050		
	22,638		+11,953

NB 1 Cost of Sustainability Assessment etc if required can be met by further Localities grant £4,000-6,000.			
NB 2 Original 2015 estimate for NDP budget: £25,000			
NB 3 At this stage the SG anticipates that expenditure will met by current funding.			

There has been some confusion around the PC authorising expenditure which has resulted in delay to payment of an invoice for £1200. The PC Clerk offered to come to speak to us in person but unfortunately couldn't make the date of our meeting. The issue is that the PC Clerk has found that the NDP Terms of Reference are contradictory with respect to the threshold of spend where PC authorisation is required. Accordingly, we now need to receive 3 quotes for expenditure over £100. The PC are reviewing their procurement processes so the £100 threshold may increase in the near future (Hopefully at the November PC meeting). **AGREED** to adjust our procurement process to match the PC's requirements.

7. Communications Bolster articles/web site/Cornwall Council

Next Bolster to show structure of FGs and to explain some of the more misunderstood policy areas.

VCA volunteers- email sent to 60 volunteers, already had 12 replies. LLCA volunteers are also being approached to see if they can help with the VCA.

ACTION- June, Mike B & Jinny to ensure that all potential VCA volunteers we drew up at the settlement consultation are contacted (one volunteer was approached via a different route but did put her name down at the consultations).

ACTION- Mike B to ask June if she has enough volunteers and if not forward the request to us all to distribute.

8. AOB

None

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

Mithian - 8th November- Advance apologies from Cheryl, Jinny and Alan