

St Agnes Parish Neighbourhood Development Plan
Meeting 4 Minutes – NDP – 29/07/2015
Venue: Porthtowan Village Hall Start time: 6.45pm. End time: 9.00pm



Agenda:

1. Welcome and introductions, apologies for absence
2. Minutes of last meeting
3. Process for agreeing minutes for circulation
4. Terms of Reference
5. Membership of steering group
6. Matters Arising (not covered by agenda)
7. Project Planning Working Group
8. Presentation to Parish Council August 10th
9. Pre-Survey results update
10. Communications plan update
11. Finance and Fundraising
12. AOB
13. Date of next meeting/s

1. Welcome and Introductions, Apologies for absence

Attendees;

Cheryl Marriott
Roger Radcliffe
Alan Clark (AC)
Dawn Brown (DB)
Mike Lunn (ML)
Mike Bunt (MB)
Pauline Barrow (PB)

Amanda Baines
Jinny Clark
Diana Rodda
Dave Calloway
Diane Wetherill
Robert Wetherill
Graham Windmill

Nicky Pearce
Janet Pearce
Nora Stapleton
Robert Salvoni
Toby Parkins
Holly Nichola

Non-Attendees/Apologies received;

Vince Falco, Bob Crossland, Annabel Aguirre, June Crossland, Bob Crossland, Guy Thomas, Robbie Walton, Michelle Hough, Lynn Davies

2. Minutes last meeting

- All agreed that the minutes from the last meeting are ok
- Action – Amanda to ensure Jinny Clarks email address is correct – **Done and updated**

3. Agreeing procedure for minutes draft circulation

We have agreed the following:

- 4 Days turnaround
- Send out first draft to agreed draft circulation email list
- Take all amendments required in, make updates
- Send out finalised version to draft circulation distribution list
- Wait for Cheryl to approve final changes
- Send out to Minutes distribution list and Clerk to Parish Council
- Minutes posted on Facebook Page

4. Terms of Reference

Amendments:

- T of R amended and agreed for publication
- Action - Have a paper copy of the finalised version for the next meeting to be signed
- Action – Send an e-version of the agreed copy to Mike Bunt for press release

5. Membership of the steering group

It was agreed that everyone is welcome to attend the Steering Group meetings, whether they be interested observers or people wishing to contribute. However it was felt that it was important not to let the Steering Group become too large and unwieldy.

We did not wish to discourage anyone, as many more people would be needed to serve on the various Focus Groups that would be set up soon.

6. Matters Arising (Not covered by the Agenda)

We reviewed the newly created Actions log, the details are;

- Split Guy Thomas' actions and pass onto JinnyC
- Representatives of the Steering Group will be attending PC meeting on 10th August
- PB has been updating the notice boards with the NDP documentation
- RR has 5 roles and Responsibilities descriptions so far, once they are all collated, they will be distributed
- It was discussed that we may need extra roles, in environmental, and housing to come under the planning role was suggested
- Action for ensuring Amanda has the correct email addresses for June Crossland and Alan Clark can be put down as completed.
- Meeting venue should be continued to be rotated, and then we can forward plan the venues, dates and times, so that a schedule can be set for all to know exactly where we will be over the next few months
- Action – To update the Actions and Decisions Log

7. Project Planning Working Group

- The project platform is run on MS project, unfortunately not everyone will have this software, so it had to be converted to a PDF file in this instance, and future documents will be in a better format for everyone to access it
- Cornwall Council require 26-40 weeks after we have finished and submitted our draft NDP. So time is of the essence or we could time slip very quickly (project plan timeline will be updated regularly)
- A draft budget has been produced and it was agreed that this will include contingencies. These will cover e.g specialist services should these be required
- It was also suggested that there be a budget item factored in for expertise we need outside of our pool of skills in St Agnes that would need fees to be paid, i.e. GPS mapping.
- Action – Dawn Brown to look at the surveys, to pool expertise we have available
- The specific use of a landscape architect to conduct a local landscape character assessment was discussed and will be addressed in due course
- The SG are watching the progress of the Roseland Peninsular NDP, as they have submitted their NDP to the Secretary of State, and are awaiting judgement

8. Presentation to Parish Council

- The meeting noted the mandate given by the PC i.e. to set up a Steering Group to produce a project plan and a proposed budget. After discussion the following content was agreed:
 - The basic structure of Steering Group and Focus Groups
 - Names of steering group members
 - Project plan
 - Project Budget (cover page and figures page)
 - Project funding available
- It was recommended that Cheryl Marriott to join the meeting at the Parish Council to present the business plan
- Action – Small group to meet and agree presentation material for the Parish Meeting
Attendees: Cheryl Marriott, Roger Radcliffe, Mike Lunn, Alan Clark

9. Pre-Survey Results

- Data Analysis Results of the 750 questionnaires completed, we now have 400 analysed
- The additional interim results are as follows;

- St Agnes/Mithian – are both concerned about building design and Heritage
- Would prefer development of brownfield sites and NOT Greenfield
- The trends learned from the questionnaire is that in more than one area, people chose only one item and it wasn't clear to them that there were multiple choices! Therefore in any future questionnaires, we need to state clearly where multiple choices are available
- It was stressed, any disclosed data is ONLY used for our NDP and the data is protected
- To prevent any issues arising post codes and data are kept anonymous
- Dawn would welcome some extra help with the analysis, especially if there is anyone from Blackwater
- Action – Dawn to continue the data analysis and report results
- Action – Mike Bunt to post a request on Facebook asking for help with the data analysis

The data results above could change once the remaining questionnaires are analysed.

10. Communications Plan Update

- The minutes of our meetings are now posted in the following locations:
 - Parish Rooms and Library
 - Mount Hawke PO
 - Porthtowan PO
 - Blackwater PO
 - A location needs to be found in Mithian, MB to approach the Miners / Shop?
 - Published on www.stagnesndp.org and the NDP Facebook page.
- There have been over 800 'hits' on our website but bizarrely quite a large number from as far a field as the USA, Russia and Australia!
- A 'News Release' has been submitted for publication in August's Bolster. It was agreed that this should be done regularly to keep the community informed. To assist with meeting the Bolster deadline it was agreed that our future meetings should be held on the second Wednesday of each month. (Next meeting therefore to be on 12th August at Mount Hawke Methodist Church)
- A new logo was put forward to have a more fun feel, where we can utilise this in a large scale also as a banner or leaflet with the bolster man and the caption "Your NDP needs you" to attract more helpers to the project
 - Action – Pauline Barrow to check if we can use the original logo we started with
 - Action – Review the NDP Community Engagement sheet ready for the next meeting
 - Action – MB to approach Miners Arms

11. Finance and Fundraising

- Mike L has created a balance sheet that will make it easier to manage incomings and outgoing, this will be sent out by email, and presented at NDP meetings to give the group regular updates. The current balance is £1980.00cr
- Mike L has investigated forming a CIC but felt that at this stage it wasn't advisable as it would make us ineligible for Localities funding. It was something we could consider again at a later date if this changed.
- Available funding is as follows:
 - Approx. £15000 allocated by the Parish Council
 - A grant of up to £8000 from Localities (mycommunity.org.uk)
 - Up to £10000 from 'Awards for All' from the Lotteries Fund
- A meeting has been arranged with the Cornwall Rural Community Charity for Jinny Clark, Alan Clark and Mike Lunn. The CRCC can offer support for rural projects and charities
- The meeting is cost free and we will request they attend a future SG meeting, to advise on process and available specialist services. Only if we utilise any of their specific expertise will it incur a fee
- Dave Calloway will take on the responsibility of contacting the Lottery fund and Mike Lunn will concentrate on Localities fund

12. AOB

- For observers, it is difficult to know when and where the next meeting will be held. It was decided that we stay on tour, and plan and book ahead so that we can publish a list of dates and venues for future meetings

- The location order will be: St Agnes, Blackwater, Porthtowan, Mount Hawke, Mithian
- Action – Amanda To set up a yearly planner with all the dates and venues pre-planned and sent out
- Action Mike B to source a location in Mithian
- It was suggested and agreed that we post our agenda for upcoming meetings on the notice board of the village we will be attending
- Action - Mike B to post agendas in relevant villages

13. Agenda for Next Meeting

- focus groups - Have the focus groups planned out by the end of the next meeting:
 - Which groups we require
 - Briefs for those groups
 - Leads for those groups
 - Lead positions to be published
 - Once the focus groups are set up, Amanda is to email the FG leads
 - Contact the interested people, informing them that the focus groups are being set up soon
 - Action - Mike Bunt to post on Facebook that we are looking at the creations of the Focus Groups and that we will be contacting those who volunteered their skills soon
 - Action – JinnyC to re-contact all the email list volunteers and let them know we have not forgotten them
 - Action – JinnyC to contact MikeB with the list of contacts
- CM, RR and Guy Thomas to discuss more on the focus groups
- Next meeting date and location - Wednesday 12th August – Mount Hawke Methodist Church – 6.45pm arrival for 7.00pm start – We have confirmation, that the venue is now booked for the NDP