



St. Agnes Parish NDP Steering Group Meeting

Held on Wednesday 12th August 2015 at Mount Hawke Methodist Chapel

Notes of the Meeting

1. Welcome, Introduction and Apologies

Present: Cheryl Marriott, Dawn Brown
 Roger Radcliffe, Jinny Clark
 Alan Clark, Pauline Barrow
 Mike Lunn, Lynn Davies
 Mike Bunt

Other Participants: R. J. Walton, A. Aguirre, D. Rodda, D. Wetherill, J. Cotton, R. Wetherill, D. Calloway, J. Pearce, Alan Price, V. Falco, R. Aston (Parish Councillor Mount Hawke).

Apologies: Amanda Baines, June Crossland

2. Minutes of the meeting held on 29th July 2015

These were confirmed as correct and adopted. (One correction: Jinny Clark's name was to be included on the Steering Group)

Minute checking delegated to a smaller group (Cheryl Marriott, Roger Radcliffe, Mike Bunt, Alan Clark) to enable early public release on social media and in paper form. It was agreed not to abbreviate Steering Group members' names in future minutes.

3. Previous Actions (not covered by the agenda)

With reference to the Decision and Action table, the following was noted:

1	Approach Chacewater, and Portreath Parish Councils about their NDPs	J Clark	Complete
2	South West Water's involvement in NDPs	G Thomas	On-going
3	Data protection and NDPs	G Thomas	On-going
4	Project Plan working group to produce initial timeline & draft budget	A Clark	Complete
5	Present case to Parish Council in August	C Marriott	Complete
6	Role Descriptions for Lead Roles	R Radcliffe	On-going
7	Obtain Parish Council consent to display NDP notices on Parish noticeboards	P Barrow	Complete
8	Input Data from Questionnaire No.1	D Brown	On-going
9	Produce an initial Communications Plan	M Bunt	On-going
10	Update e-mail address for distribution purposes	A Baines	Complete

Guy Thomas to be contacted for update.

Redruth Town Council to be contacted for NDP liaison purposes.

Action

A Baines

C Marriott
 M Bunt
 R Radcliffe
 A Clark

C Marriott

J Clark

Parish Notice boards confirmed as available for NDP Steering Group use.
Data input for Questionnaire No.1 virtually complete. Thanks were recorded to Ann Robinson, Karen Johnson Russell, Effie Harvey, Mike Bunt, Gill Pipkin, Claire Harries and Dawn Brown.
Results would be presented to the Steering Group as soon as possible.

D Brown

4. Update from Parish Council meeting of 10th August 2015

Pauline Barrow reported on the Steering Group's presentation to St. Agnes Parish Council on 10th August 2015. The presentation team was thanked, as was Jinny Clark for her sterling work.

The consent of the Parish Council had been secured; the NDP Steering Group could therefore proceed with the task of producing a Neighbourhood Development Plan for the Parish of St. Agnes according to the Draft Project Plan and Budget.

On the question of 'Declarations of interest' it was noted that the Steering Group would promote a policy of transparency.

Current NDP 'ground rules and terms of reference' to be checked and the next meeting would consider any potential adjustments that might be needed.

P Barrow

Further guidance on declarations of interest would be sought from Guy Thomas at Cornwall Council.

J Clark

5. Area Designation

A discussion took place on the required letter and map that needed to be sent to Cornwall Council to formally apply for designation of a Neighbourhood Area.

Subject to further guidance from Guy Thomas, Alan Clark would prepare a letter and map for submission to Cornwall Council by the Parish clerk.

A Clark

The NDP boundary was discussed. Porthtowan and Blackwater were cited as examples of villages where adjoining parishes would need to be involved in the NDP process. Jinny Clark had made initial contact with the neighbouring parishes.

6. Focus Groups

Cheryl Marriott presented her initial ideas for discussion. Focus Groups could be derived from the following headings:

Social and Community

Environment

Economy and Infrastructure

The categories of work to be included under these headings were discussed. The topics and sequence of actions would need to be clarified in order to fit the project plan. Further consideration would be given to holding Initial meetings under the three headings to help determine the final choice of groups and their leaders.

It was agreed that an additional meeting of the Steering Group would be held on 26th August with a single agenda topic: Focus Groups.

All

The results of Questionnaire No.1 to be e-mailed to Steering Group members to inform the debate on forming Steering Groups.

D Brown

A representative of Feock Parish Council be consulted and their experience in

C Marriott

setting up Focus Groups relayed to the Steering Group.

The information obtained from Cornwall Rural Community Charity to be relayed to the Steering Group and a representative invited to the meeting of the 26th August.

A tabulated version of the initial ideas to be relayed to the members of the Steering Group for further input before the next meeting.

7. Information Gathering

To be discussed at a future meeting.

8. Funding Applications

A brief discussion took place regarding the need for a Steering Group bank account. It was agreed that the Parish Council should hold all NDP funds.

9. Any Other Business

Lynn Davies relayed apologies from Chris Hines; it was noted that he would be happy to contribute his knowledge and experience to a future meeting.

A public event at Porthtowan (26th Sept) could be an opportunity to include a general information stall about the NDP.

10. Date and Location of Next Meeting

6.45 for 7pm, Wednesday 26th August 2015 at the Parish Rooms
Wednesday 9th September 2015 at Mithian Village Hall
Wednesday 14th October 2015 at a venue in Blackwater
Wednesday 11th November 2015 at a venue in Porthtowan
Wednesday 9th December 2015 at a venue in Mount Hawke
Wednesday 13th January 2016 at a venue in St. Agnes

Meeting closed at 21.37.

M Lunn

C Marriott