

**St Agnes Parish Neighbourhood Development Plan**  
**Meeting 6 Minutes – NDP – 09/09/2015**  
Venue: Mithian Village Hall Start time: 6.45pm. End time: 9.05pm



**Agenda:**

1. Welcome and introductions, apologies for absence
2. Approve Notes from last two meetings
3. Previous Actions (not covered by agenda)
4. Code of Conduct: Declarations of interest
5. Cornwall Council NDP Officer – Introduction
6. CRCC: Presentation by a representative
7. Focus Groups: Terms of Reference and Briefs
8. Focus Group Workshop – Planning the event
9. Porthtowan Event on 26<sup>th</sup> Sept. – Agree practicalities of ‘NDP stall
10. Funding Applications – Update
11. Project Plan
12. AOB
13. Date and Location of next meeting/s – See Yearly Planner

**1. Welcome and Introductions, Apologies for absence**

**Attendees;**

<b>Cheryl Marriott</b>	C Hurley	G Windmill
<b>Roger Radcliffe</b>	C O’Sullivan	A Aquirre
<b>Alan Clark</b>		K Blackler
<b>Mike Lunn</b>	L Davies	P Weaver
<b>Mike Bunt</b>	D Rodda	D Purses
<b>Pauline Barrow</b>	D Calloway	
<b>Amanda Baines</b>	D Wetherill	
<b>Jinny Clark</b>	R Wetherill	

**Non-Attendees/Apologies received;**

D Brown, Dr B Smith, V Falco, B Crossland, G Thomas, R Walton, M Hough

**2. Approve Notes from last two meetings**

- 12/08 – All ok
- 26/08 – A few small amendments; historical environments to historic environment

**ACTION:** A Baines to amend 26/08 minutes

**3. Previous Actions (not covered by agenda)**

This was deferred to the next meeting due to time constraints

**4. Code of Conduct: Declarations of interest**

- After a brief discussion and advice from Colleen O’Sullivan (Cornwall Council NP Officer), it was decided that great care would have to be taken with regards to possible conflicts of interest with any landowners etc. involved in the various NDP groups. It was resolved that we should consider adopting the Parish Council ‘Code of Conduct’. (Can be found at [www.stagnesndp.org](http://www.stagnesndp.org) under documents). The point was made that landowners are an important stakeholder group in planning so we want them to be involved, just need interests declared so that any conflicts of interest can be handles appropriately.

**ACTION:** A Baines to circulate the Code of Conduct document, (also available on our website) ready for further discussion at next meeting

## 5. Cornwall Council NDP Officer

Colleen O’Sullivan from Cornwall Council’s planning department attended, and offered some valuable information to help the NDP.

Services available from the Neighbourhood Planning Team at Cornwall Council:

- Three Neighbourhood Planning Officers at our disposal
- A website with comprehensive set of guides and toolkits
- An extensive set of data on housing needs
- A comprehensive source of maps, both electronic and hard copies (details of cost packages available)
- NP Officers available to call or email with any questions, and are also available to attend meetings if required

Notes of Advice:

- Documentation is key to a neighbourhood development plan
- It doesn't need to be complicated, you don't need a policy for everything, just what is important to your area
- Keep your Parish Council informed, it's up to you how much information you give to the Parish Council, but a regular update is best
- The NDP finalised plan has to be signed of by the Parish Council

Questions & Answer:

- Q) Does NDP expenditure have to be approved by the Parish Council?  
A) If the NDP manages the funds, no
- Q) Would you be able to test policies for us?  
A) Yes. There is another examination early next year, so we can come to them to make sure we're we are on point.
- Q) Are Terms of Reference standard across Focus Groups?  
A) Pretty much, yes
- Q) Should Terms of Reference be approved by Parish Council?  
A) The Parish would need to be made aware that there are Terms of Reference available
- Q) Should Focus Groups be public?  
A) Not necessarily. But keep them open to observers.  
Focus groups need to be functional and engaging:
  - Brief, specific, with clear a mission and timeframe

There was discussion about how we inform the wider community about what happens in the Focus Group meetings. To keep things simple we will just post meeting notes on the website.

**ACTION:** A Baines to add Colleen O’Sullivan to the minutes and agenda email distribution lists

**ACTION:** A Baines to forward Colleen’s contact details to C Marriott, R Radcliffe, J Clark, P Barrow & M Bunt

**ACTION:** Add a point to the Terms of Reference about the Code of Conduct and Declaration of Interest. We decided we needed to read the Code of Conduct first so we should leave this action until after the next meeting.

**AGREED:** To keep the Parish Council informed

## 6. CRCC: Presentation by a representative

Dr Clare Hurley from Cornwall Rural Community Charity (CRCC) attended, and offered some valuable information, to the NDP;

Services available from CRCC:

- Supports towns and villages in Cornwall with health and wellbeing, caring, community groups, community planning and Neighbourhood Development etc
- Support available for funding, project management, facility workshops, surveys, public relations.

- Offer support that fits in with the NDP and how the group are working, helping with issues such as skills gaps
- A vast network of organisations and businesses to pool extra support where needed
- Support with land character assessment – landscape architect and a planner is available for liaison

Notes of Advice:

- Liaising with the Parish Council is best
- The CRCC ethos is to provide support and expertise to the local NDP group, not to actually produce the plan!

Questions and Answers:

- Q) Some groups have done multiple questionnaires. Is this always necessary?  
Not necessarily but some groups have found it necessary to do 'follow up' questionnaires. Housing numbers are difficult to put across clearly, it is best to be careful with this area.
- Q) When employing services of someone at Cornwall Council Planning, how do you calculate the cost?  
A) We have expertise in obtaining funding and calculating cost for time.
- Q) So it's not sub-contracted?  
A) No
- Q) Do you charge for a piece of work/package, not time?  
A) It's worked out on a day rate and forward plan so it's clear from the start
  - We are available for calls and emails if it's a small issue which can be answered instantly, and there is no charge incurred
- Q) Are costs available online?  
A) No, costs are tailored to suit and we have details available

**ACTION:** C Marriott to chase up CRCC charging policies

**7. Focus Groups: Terms of Reference and Briefs**

Discussion on draft Focus Group ToR that Cheryl had circulated, using same headings as Steering Group ToRs. Some changes suggested and agreed.

**ACTION:** R Radcliffe to update the Terms of Reference

**8. Focus Group Workshop – Planning the event**

This was deferred to the next meeting due to time constraints

**9. Porthtowan Event on 26<sup>th</sup> Sept. – Agree practicalities of 'NDP stall'**

We will have a stall at the event, and the event is between 12.00pm – 4pm

- The Comms team would attend but it would be helpful if other members of the Steering Group could also attend for at least part of the time.
- It was decided that we should consider various display aids such as a large banner, T shirts, stick on badges etc. A leaflet has been designed and will be made available for this and future events.

**ACTION:** ALL - All comments/alternations need to be back to Mike Bunt by 16<sup>th</sup> September

**ACTION:** C Marriott to print A2 Parish map

**ACTION:** M Bunt to source Prize

**ACTION:** C Marriott to source blue boards

**AGREED:** £200 maximum for the event from the NDP budget (J Clark – Proposed, M Lunn - Seconded)

**10. Funding Applications – Update**

This was deferred to the next meeting due to time constraints

**11. Project Plan**

This was deferred to the next meeting due to time constraints

**12. AOB**

No items for this part of the agenda

**13. Date and Location of next meeting/s**

- A specific meeting for the Focus Group Planning:
  - Date: 16/09/2015 between 6.00pm and 7.30pm
  - Venue: Parish Rooms (Room booking has been confirmed)
- The next Steering Group meeting:
  - Date: 14/10/2015 between 6.45pm and 9.00pm
  - Venue: Blackwater School