

**St Agnes Parish Neighbourhood Development Plan
Meeting 7 Minutes – NDP – 14/10/2015**

Venue: Blackwater School, Blackwater Start time: 6.45pm. End time: 9.05pm



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Agenda:

1. Welcome and introductions, apologies for absence
2. Actions from previous meetings (not covered by the agenda)
3. Code of conduct/Declarations of interest
4. Feedback from Porthtowan event
5. Feedback from Focus Group Workshop
6. Communications plan
7. Project Plan Check - Are we on schedule?
8. Finances and fundraising
9. AOB
10. Date and Location of next meeting/s – See Yearly Planner

1. Welcome and Introductions, Apologies for absence

Attendees;

Cheryl Marriott	Jinny Clark	R Wetherill
Alan Clark	L Davies	
Mike Lunn	D Rodda	G Windmill
Mike Bunt		A Aquirre
Dawn Brown	J Crossland	
Pauline Barrow	D Calloway	
Amanda Baines	D Wetherill	

Non-Attendees/Apologies received;

R Radcliffe, L Davies, Dr B Smith, V Falco, B Crossland, G Thomas, R Walton, M Hough

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

- 09/09/2015 NDP meeting 6 minutes – All ok
- Ensure Colleen O’Sullivan’s details are forwarded to C Marriott, R Radcliffe, M Bunt, J Clark, P Barrow

ACTION: A Baines to forward Colleens details to required persons.

3. Code of conduct/Declarations of interest

- The content was discussed and it was agreed to amend the heading of the Declaration of Interest Form
- Declaration of Interests: We agreed that people do need to abide by the Nolan principles, and also, that we don't expect those with a declaration of interest to leave as their knowledge could prove valuable, but they do need to be aware that they cannot vote or steer a meeting to their benefit.
- All the Steering group members have agreed with the declaration of interest, and will sign the form
- Other feedback from The Parish Council: the Parish Council did not vote on the Terms of Reference, and will be voting at their next meeting

ACTION: A Baines to amend the Declaration of Interest as required.

ACTION: ALL Steering Group Members to sign the Declaration of Interest form and bring to the next steering group meeting

ACTION: M Bunt to notify website that the Declaration of Interest Forms have been signed by steering group members

ACTION: A Baines to collect all signed Declaration of Interest forms at the next meeting and pass them to Sue at the Parish Council for safe keeping

4. Feedback from Porthtowan event

- The event went well. There were low attendance figures, but as this was an experimental event for us, we will look at ways to increase our reach to people to join in the NDP.
- Places we need to look to for future event opportunities are; the Miners and Mechanics institute and Old Cornwall Society event to get more information out to the public
- Other information: Some steering group members on the Parish Council will be attending a planning workshop next week.

ACTION: P Barrow to bring back information from the planning workshop.

5. Feedback from Focus Group Workshop

- We had a few new people at the workshop, however attendance was low.
- We think it, would be a good idea to do a follow up workshop once we have more relevant information to use.
- Below is the Focus group Summary;

FG1 – Housing, Education, & Community Facilities: Had a meeting at J Crossland's home on 12/10

Members of this Focus Group are; Jenny Doble, Janet Pearce, Jackie Cotton, Jinny Clark, Bob Crossland

- They discussed housing and what evidence they need and where to obtain them.
- Different members were interested in different areas
- Almost all members were from St Agnes, only 1 member was from outside St Agnes
- Minutes were recorded for their meeting
- The group need people from Mithian, Porthtowan and Mounte Hawke
- The group needs more notice for their meeting dates and time
- Next meeting set for 09/11/15 at 5pm at J Crossland's house

FG1 – ACTIONS:

J Crossland to check with Colleen O'Sullivan about figures on St Agnes housing development

FG2 – Landscape, Natural & Built Environment: First meetings was at the focus group event and 21/10/2015

Members of this Focus Group are; C Marriott, Linda Davies, Bill Makin, Peter Rose, (J Crossland interested)

- They went though the evidence available, and added more information
- Agree to split the evidence for further review
- Next meeting date and venue to be confirmed

FG3 – Business, Employment, Transport & Infrastructure: First meeting was at the focus group event, followed by a meeting on 21/10/2015 at Vince Falco's home

Members of this Focus Group are; Alan Clark, Vince Falco, Graham Windmill, Amanda Baines

- We have expertise in business, alternative energies, outdoor activities, and some expertise in communications, such as broadband etc.
- We need people who are able to help with others sections of this focus group
- Graham Windmill & Amanda Baines volunteered to join the transport section of the focus group
- More to come
- Next meeting 06/11/2015 at 6pm at Alan Clark's house

FG4 – Project Support: Had a meeting on 19/10/2015 at Mike’s house

Members of this Focus Group are: Mike Bunt, Diana Rhodda, Jeanette Christie, Rev. Simon Clark

- More to come
- Date and venue of next meeting to be confirmed

General comment on Focus Groups:

- At our meetings, think about who else can we bring in
- ToRs to be made available once people become members of a focus group
- Focus Groups to report at Steering Group Meetings via a summary delivered by their Focus Group Lead
- Focus Group Leads contact details are required on the NDP website and Facebook page
 - FG1 – Bob Crossland – email: *bobgoonown65@gmail.com*
 - FG2 – Cheryl Marriott – email: *cherylmarrriott97@yahoo.co.uk*
 - FG3 – Alan Clark – email: *alanclark@gmail.com*
 - FG4 – Mike Bunt – email: *mike.bunt1956@gmail.com*

ACTION: A Baines to add website address to all correspondences – **has been completed & previous docs updated.**

ACTION: M Bunt to amend the Facebook page name to reflect where we currently are – **Completed, new name is: St Agnes Parish Neighbourhood Development Plan**

ACTION: M Bunt to add Focus Group Leads contact details to the website and Facebook page

ACTION: FG Leads please forward your meetings minutes, as well as your previous and futures meeting dates, times and locations to A Baines, and A Baines will forward to M Bunt to post on the website

6. Communications plan

- Comments on Community Engagement Strategy (CES) – feedback hasn't comeback yet

ACTION: Comms Team to review the Cornwall Council Consultation & Engagement Toolkit and use to inform the CES and feedback at the next Steering Group meeting

7. Project Plan Check - Are we on schedule?

- Schedule – A Revision of the timeline has been completed, and the finishing date has changed, which is now 29/12/2015

What we need to do now:

- Identify the key partners, stakeholders, land owners etc.
- Create a communications strategy
- Establish Focus Group Members
 - Identify key leaders in each Focus Group to drive the focus group forward
 - Identify people & contact them directly to see who would like to help

ACTION: D Brown to prepare and forward the 2012 Parish Plan Data to the relevant Focus Groups

ACTION: A Clark to distribute the detailed Project Plan to the Steering Group

8. Finances and fundraising

- Currently waiting for fund requirement information from the Steering and Focus Groups
- Update on timescales of funding released:
 - It takes 2 months for localities funding to come through, with a condition of 6 months for the funds to be utilised. Any funds left over are to be handed back

- It takes 10 weeks for lottery funding to come through, again with similar conditions
- Localities just need a form to be completed
- Both funding agents require detailed information as to what the funds will be spent on
- We would require funding for the following:
 - Landscape Architect
 - Policies Manager
 - GIS mapping – we can save a lot of money on free maps from the Cornwall Council and using them to map ourselves
- **NOTE:** please ensure that any funding requests for NDP go through the NDP Finance Team, as any requests put directly to the Parish Council connected with the NDP the Finance Team will not know about it.
There is a set procedure and paperwork that the NDP have to follow, in order to show all financial transactions.

ACTION: C Marriott Draft plan of steering group meetings and issues to cover

9. AOB

- Parish Council meeting dated 16/11 will be an open spaces meeting, and is public, so all are welcome to attend this meeting
- Dropbox – we agreed that this would be a good idea to pool all the documentation in one place that all members could access anywhere and at anytime they require.
 - We would require a business Dropbox with 5 users and passwords, however this is at a cost

ACTION: D Brown To set up a business dropbox

ACTION: A Baines To update and distribute the Yearly Planner

ACTION: J Clark To pass project support volunteers to M Bunt and Comms Team

10. Date and Location of next meeting/s

- The next Steering Group meeting:
 - Date: 11/11/2015 between 6.45pm and 9.00pm
 - Venue: TBC