

**St Agnes Parish Neighbourhood Development Plan**  
**Meeting 8 Minutes – NDP – 11/11/2015**  
Venue: St Agnes Parish Rooms Start time: 6.45pm. End time: 9.05pm



[www.stagnesndp.org](http://www.stagnesndp.org)

**Agenda:**

1. Welcome and introductions, apologies for absence
2. Actions from previous meetings (not covered by the agenda)
3. Feedback from the Parish Council and Planning workshop
4. Area designation
5. Summary of progress of Focus Groups and Project Support Group
6. Project Plan - key milestones and how these relate to Focus Group activities, the Programme/Budget spend plan and Steering Group meetings
7. Recording our activities
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:**

<b>Cheryl Marriott</b>	<b>Pauline Barrow</b>	D Wetherill
<b>Alan Clark</b>	<b>Amanda Baines</b>	R Wetherill
<b>Roger Radcliffe</b>	<b>Jinny Clark</b>	G Windmill
<b>Mike Lunn</b>	C O'Sullivan	J Pearce
<b>Mike Bunt</b>	D Rodda	
<b>Dawn Brown</b>	J Crossland	

**Non-Attendees/Apologies received:**

L Davies, Dr B Smith, V Falco, B Crossland, G Thomas, R Walton, M Hough, D Calloway, A Aquirre

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

- 09/09/2015 NDP meeting 7 minutes – one point to change, in point 7 – amend date to 2017
- Declaration of Interest Forms – still being signed. Parish Councillors don't need to sign as their register of interests are already available.
- Update from Colleen O'Sullivan –
  - Housing figures should be used as a guide for our NDP
  - The NDP and Focus Group connected to Housing need to confirm the exact housing figures for the Parish as a whole, but these are not finalised yet, final figures expected in mid-December
  - The 'Target Housing Provision' for our Parish for 2010 – 2030 is thought to be 280. With 373 homes either completed or in the 'pipeline' the remaining requirement is minus 93.
- Data Analysis Update – Previous Parish Plan Data
  - The analysis is still ongoing, due to there being quite a lot of data, with individual comments to review
- Dropbox Creation –
  - After some research, what was thought to be just £11 for one owner and access for five people to use the business Dropbox, it was actually £11 per person, making it, £66 per month
  - It was agreed that this was expensive, and that we will go with the original thought of having the personal Dropbox with one person managing the Dropbox and giving link access to people, as well as managing all documentation that is uploaded
  - The Dropbox will be used to store draft and working documents, as well as documents for our evidence base. As documents are finalised they will be made available on the website for everyone to view, along with all minutes, agendas and other documentation also being made available on the St Agnes Parish NDP website ([www.stagnesndp.org](http://www.stagnesndp.org))

**ACTION:** A Baines to inform Mike Bunt when all the 'Declaration of Interest' forms are signed.

**ACTION:** A Baines to set up Dropbox, and notify M Bunt, C Marriott & R Radcliffe when it is completed

### 3. Feedback from the Parish Council and Planning workshop

- Feedback from Parish Council
  - The Parish Council agreed the NDP Steering group Terms of Reference on 19/10/2015 with 14 in favour and 2 Abstentions
- Feedback from Planning Workshop
  - The NDP was mentioned quite a few times at the workshop, and it's showing that the NDP has just as much weight as the emerging Local Plan.

**ACTION:** A Baines to update the Steering group Terms of Reference, removing all items referring to the document as a draft

### 4. Area designation

- The designation of the Parish of St Agnes as a Neighbourhood Area was passed on the 28th of October 2015. It was noted that the consultee comments contained some useful information for the Focus Groups. Both the approval document and the consultee comments can be found on our website under 'Documents'

### 5. Summary of progress of Focus Groups

**FG1 – Housing, Education, & Community Facilities:** Last meeting was held on 09/11/2015 at J Crossland's home

- The group gave their update to the steering group with their minutes to be forwarded to A Baines when completed
- Next meeting set for 08/12/15 at 5pm at J Crossland's house

#### **FG1 – ACTIONS:**

**Colleen O'Sullivan** to research the last housing needs survey which was carried out and forward findings to J Crossland

**Colleen O'Sullivan** to forward pricing for a new housing needs survey to J Crossland

**FG2 – Landscape, Natural & Built Environment:** Last meeting was held on 21/10/15 at the Focus group event

- The Focus Group requested permission to spend £80 plus VAT on Ecological mapping from the Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS), all agreed.
- The group gave their update to the steering group with their minutes to be forwarded to A Baines when completed
- Next meeting set for 02/12/15 at 7pm at The National Trust building, St Agnes

#### **FG2 – ACTIONS:**

**No actions noted**

**FG3 – Business, Employment, Transport & Infrastructure:** Last meeting was held on 06/11/15 at A Clark's home

- The group gave their update to the steering group with their minutes to be forwarded to A Baines when completed
- Next meeting 10/12/2015 at 6.00pm at M Bunt's house.

### **FG3 – ACTIONS:**

**No actions noted – see FG3 Minutes**

**FG4 – Project Support:** Last meeting was held on 19/10/2015 at M Bunt's home

- Members of the Project Support Group (M Bunt, D Rodda & A Aquirre) had met and started to go through the Cornwall Council Community Engagement Toolkit. They had come to the conclusion that at this stage of the 'plan' we were unable to attract people to our events so felt we should go out to them! The best method for this was probably for Roger and Cheryl to repeat their talk that had gone down so well at the Focus Group whenever a suitable event occurred such as a WI meeting etc.
- The group minutes to be forwarded to A Baines when completed
- Next meeting TBA

### **FG4 – ACTIONS:**

**To continue going through the Toolkit and to come up with a list of possible recipients of our presentation.**

### **General comment on Focus Groups:**

- The process for requesting finances is as follows:
  - Put forward your request to the Steering group
  - The Finance team request approval from the Steering Group and the Parish Council if it is above the £500 spending limit.
- 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
- All Focus group minutes to be made available on the NDP website
- Focus Group Leads contact details are now available on the website
  - FG1 – Bob Crossland – email: *bobgoonown65@gmail.com*
  - FG2 – Cheryl Marriott – email: *cherylmarrriott97@yahoo.co.uk*
  - FG3 – Alan Clark – email: *alannclark@gmail.com*
  - FG4 – Mike Bunt – email: *mike.bunt1956@gmail.com*

**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 – Ongoing

**ACTION:** **A Baines** to update the yearly planner with new FG meeting dates

**ACTION:** **A Baines** to forward all SG and FG minutes to Colleen O'Sullivan in MS Word format

## **6. Project Plan - key milestones and how these relate to Focus Group activities, the Programme/Budget spend plan and Steering Group meetings**

- We discussed the Focus Groups timeline, and how to formulate their plans
- We agreed that we would need to discuss with each Focus Group how quickly they would have questions ready and have identified any skills gaps
- A Clark explained that the Project Timeline is an estimate and will need to be revised as we go along.
- Landscape Character Assessment may be a large item of expenditure, we will know more at the next meeting when the relevant Focus Group will give its recommendations.

**ACTION:** **No actions noted**

## 7. Recording our activities

- We agreed that we are recording all minutes for both the Steering Group and Focus Groups
- We are also keeping a record of all the dates of the meetings, workshops and events
- We have evidence of all workshops and events we have attended, including results feedback to the Steering Group
- We are also keeping evidence of all surveys, both past and present and any signed declarations and other documents, which are all data protected for safety and security
- It was agreed that although M Bunt and A Baines were both doing this independently, it was probably useful to have this duplication of effort.

## 8. Finances and fundraising

- We had an update from finance and we have currently spent £319.18
- We discussed the funding requirements and logistics for maps
  - It was noted that the Open Spaces Team had been asked to produce maps and a report for the whole Parish. It was agreed that the cost (in the region of £500) could be shared between the NDP and the Parish Council.
  - It was also noted that all NDP expenditure was recorded on a list of expenditure at every Parish Council meeting. The NDP expenditure being highlighted in red.

**ACTION: No actions noted**

## 9. AOB

- We discussed Planning Aid and what they could offer the NDP
- The agenda which is put on the parish notice boards, the text is too small, we agreed to increase the font size, and make it bold
- It was noted that the head of Planning at Cornwall Council, Phil Mason, had expressed an interest in being kept informed of the progress of the NDP. It was resolved that we should write to him to inform him of our progress to date and also to share some of the data we had gathered in our original questionnaire.

**ACTION: D Brown, A Clark and M Bunt to liaise regarding this**

**ACTION: J Crossland to contact Planning Aid for any free advice or support**

**ACTION: A Baines To update and distribute the Yearly Planner – Ongoing, with new updates**

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

**ACTION: A Baines to forward a separate copy of all the upcoming Agendas to Sue (Clerk) in larger font and bold text**

## 10. Date and Location of next meeting/s

- The next Steering Group meeting:
  - Date: Provisionally – 09/12/2015 between 6.45pm and 9.00pm
  - Venue: TBC
- The next four Steering Group meetings are now booked: (Any changes will be forwarded)
  - Date: 13/01/2016 between 6.45pm and 9.00pm
  - Venue: St Agnes Parish Rooms (could be subject to change)
    - Date: 10/02/2016 between 6.45pm and 9.00pm
    - Venue: Mithian Village Hall
  - Date: 09/03/2016 between 6.45pm and 9.00pm (time could be subject to a later start, depending on which room we have confirmed)
  - Venue: Blackwater Village Hall
  - Date: 13/04/2016 between 6.45pm and 9.00pm
  - Venue: St Agnes Parish Rooms (could be subject to change)

**ACTIONS FOR NDP 8 MINUTES ARE COLLATED BELOW:**

- **A Baines**
  - To inform Mike Bunt when all the 'Declaration of Interest' forms are signed
  - To set up Dropbox, and notify M Bunt, C Marriott & R Radcliffe when it is completed
  - To update the Steering group Terms of Reference, removing all items referring to the document as a draft
  - To update the yearly planner with new FG meeting dates
  - To forward all SG and FG minutes to Colleen O'Sullivan in MS Word format
  - To update and distribute the Yearly Planner – Ongoing, with new updates
  - To forward a separate copy of all the upcoming Agenda to Sue (Clerk) in larger font and bold text
  
- **Colleen O'Sullivan**
  - To research the last housing needs survey which was carried out and forward findings to J Crossland
  - To forward pricing for a new housing needs survey to J Crossland
  
- **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 – Ongoing
  
- **D Brown, M Bunt and A Clark** To write to Phil Mason with a progress report and initial data.
  
- **J Crossland** To contact Planning Aid for any free advice or support
  
- **J Clark** To pass details of project support volunteers to M Bunt and Comms Team