

St Agnes Parish Neighbourhood Development Plan
Meeting 9 Minutes – NDP – 09/12/2015

Venue: Mount Hawke Methodist Chapel Start time: 7.01pm. End time: 8.49pm



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
4. Summary of progress of Focus Group 1- Housing, Education and Community Facilities
5. Summary of progress of Focus Group 2- Landscape, Natural and Built Environment
6. Summary of progress of Focus Group 3-Business, Employment and Infrastructure
7. Summary of progress of Project Support Group
8. Project Plan - key milestones and how these relate to Focus Group activities and Steering Group meetings
9. Finances and fundraising
10. AOB
11. Date and Location of next meeting/s

1. Welcome and Introductions, Apologies for absence

Attendees:

Cheryl Marriott
Alan Clark
Roger Radcliffe
Mike Lunn
Mike Bunt

Pauline Barrow
Amanda Baines
Jinny Clark
Linda Davies
Vince Falco

D Rodda
G Windmill
A Aquirre

Non-Attendees/Apologies received:

Dawn Brown, Dr B Smith, J Crossland, B Crossland, G Thomas, R Walton, M Hough, D Calloway

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

- 11/11/2015 NDP meeting 8 minutes – All ok
- Declaration of Interest Forms – still being signed.
 - All Declaration of Interest forms are now signed
 - The have been dropped into the Parish Council office and Mike Bunt informed of the above
- Dropbox Creation –
 - Amanda has set up the private Dropbox, which gave us 2gb of free storage
 - There was an option to purchase 1TB of storage for £80 a year
 - Mike suggested that we look into the free storage available that came with the website
- Letter to Phil Mason with the progress report and data
 - The letter has been compiled and sent to Phil Mason
- All Colleen O'Sullivan's actions have been completed
- Contacting Planning Aid for information on free advice and support
 - June spoke with Planning Aid, there is no funding available to offer support

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

ACTION: A Baines & M Bunt to explore the option of the storage available with the St. Agnes website.

ACTION: A Baines to double check that R Radcliffe got last month minutes.

ACTION: A Baines to send all FG minutes into M Bunt

ACTION: L Davies to chase up if there are any other rooms available at Porthtowan Village Hall – **This has now been completed, and we now have the upstairs room booked for the next meeting on 13th January 2016**

3. Feedback from the Parish Council

- No Feedback to report from Parish Council

4. Summary of progress of Focus Group 1- Housing, Education and Community Facilities

- Last meeting was held on 08/12/2015 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
- We were talked through maps which were supplied to June and the group
- Next meeting set for 11/01/16 at 5pm, venue J Crossland's home

FG1 – ACTIONS:

J Crossland to contact Joyce [missed the surname] regarding housing needs surveys

J Clark to circulate a copy of Cornwall Council's housing needs survey. The group will bring recommendations to the next steering group meeting

All to send to A Aguirre, any information regarding any sports activities they know happening in;

- D Rhodda - Mount Hawke area
- All – Mithian area
- L Davies/P Barrow – Porthtowan area

5. Summary of progress of Focus Group 2 - Landscape, Natural and Built Environment

- Last meeting was held on 02/12/15 at the Focus group event
 - The group gave their update to the steering group with their minutes to be forwarded to A Baines when completed
 - As June was unable to attend, it was agreed that the Steering Group would receive June Crossland's presentation at a future meeting but that in the meantime the Steering Group, keen to act on her recommendation, agreed by a show of hands to proceed with a Landscape Character Assessment (Stage 1) subject to quotations being obtained from suitably qualified consultants and to the necessary funds being obtained
 - We went through the maps which were supplied to Cheryl from the Environmental Records centre
 - Next meeting set for 02/12/15 at 7pm at The National Trust building, St Agnes

FG2 – ACTIONS:

M Lunn – To check the ToRs for who is required to obtain quotes for job assignments

C Marriott – To check out QGIS mapping

6. Summary of progress of Focus Group 3 - Business, Employment and Infrastructure

- Last meeting was held on 10/12/15 at M Bunt's home
- The group gave their update to the steering group with their minutes to be forwarded to A Baines when completed
- Next meeting TBC

FG3 – ACTIONS:

V Falco to pass his contacts onto A Clark

7. Summary of progress of Focus Group 4 - Project Support Group

- Last meeting was held at M Bunt's home (Date unknown)
- 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 comments 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: *cherylmariott97@yahoo.co.uk*
 - FG3 – Alan Clark – email: *alannclark@gmail.com*
 - FG4 – Mike Bunt – email: *mike.bunt1956@gmail.com*

8. Project Plan - key milestones and how these relate to Focus Group activities and Steering Group meetings

- We discussed that according to the plan, we should be at the compiling of the questions for our first questionnaire.
- We agreed not to refresh the timeline for now

ACTION: No actions noted

9. Finances and fundraising

- Just a quick reminder to please hand in any invoices/receipts to finance

10. AOB

- We agreed to take off the comment “- see Yearly Planner” from the agenda
ACTION: A Baines to update all future agendas with the above

11. Date and Location of next meeting/s

- The next Steering Group meeting:
 - Date: 13/01/2016 between 6.45pm and 9.00pm
 - Venue: Porthtowan village Hall – **upstairs rooms has now been confirmed**
- The next three Steering Group meetings are now booked: (Any changes will be forwarded)
 - 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 9 MINUTES ARE COLLATED BELOW:

- **A Baines**
 - To explore the option of the storage available with the St. Agnes website with M Bunt
 - To inform Mike Bunt when all the 'Declaration of Interest' forms are signed - **Completed**
 - To update all future agendas omitting 'See Yearly Panner' from the section Next meeting date, time and venue
 - To double check that R Radcliffe got last month minutes.
 - To send all FG minutes into M Bunt – **Completed**
 - To update and distribute the Yearly Planner – Ongoing, with new update
 - To forward a separate copy of all the upcoming Agenda to Sue (Clerk) in larger font and bold text – Ongoing

- **C Marriott**
 - To check out QGIS mapping

- **L Davies**
 - To chase up if there is any other rooms available at Porthtowan Village Hall - **Completed**

- **J Crossland**
 - To contact Joyce [missed the surname] regarding housing needs surveys
 - To send out the housing needs survey

- **V Falco**
 - To pass his contacts onto A Clark

- **All** - To send to A Aguirre, any information regarding any sports activities they know happening in;
 - D Rhodda - Mount Hawke area
 - All – Mithian area
 - L Davies/P Barrow – Porthtowan area

- **M Lunn**
 - To check the ToRs for who is required to obtain quotes for job assignments

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

- **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