

**St Agnes Parish Neighbourhood Development Plan Steering Group**  
**Minutes of the Wednesday 13 September 2017 Meeting 29**  
**Held at the Chapel, Mt Hawke**



**Present:**

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

Cheryl Marriott	Pauline Barrow	Roger Radcliffe	
Mike Lunn	Martin Ripper	Alan Clark	Jinny Clark
Lyn Davies	Mike Bunt	June Crossland	Bob Crossland
Dawn Brown			
Sue Herman			
Rob Wetherill	Di Wetherill		

**1. Welcome & introductions, apologies for absence**

None received

***Note – it was agreed that during settlement boundary discussions those members who had a conflict of interest would leave the room***

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

Minutes of last meeting approved. No actions.

**3. Feedback from the Parish Council**

Pauline advised that she was unable to pass on the information from the last Steering Group meeting as the Clerk had stated it should now be discussed at the newly formed Planning Committee, the first such meeting was to be held on Monday 18<sup>th</sup> September. The Steering Group expressed some concerns about this new arrangement. **ACTION - Jinny** to discuss with Clerk.

**4. Focus Group Updates:**

○ **Focus Group 1 - Housing, Education & Community Facilities**

Particular focus on settlement boundary consultation work James Evans (Planning Consultant) is doing for us.

June and Jinny had met with Stuart Wallace from Cornwall Council regarding Open Space allocation within the Parish. Mr Wallace had offered to assist with our Open Spaces Policy.

Bob referred to the **St Agnes NDP draft settlement boundary consultation, analysis and recommendations** document produced by James Evans.

After lengthy discussion the Steering Group unanimously agreed to support all of the recommendations made in the report (N.B. a short report has since been produced containing more details of the steering group's decisions, available on the website).

***It was agreed that the revised Settlement Boundary maps and the reports from James would be published on the NDP Website and advertised in the October Bolster.***

Martin's report produced from evidence gathered at the consultation events and SurveyMonkey showed there was very strong support from an evidence base of over 330 people to support the proposed Settlement Boundaries.

**ACTION- Bob Crossland** to instruct James to contact individuals who made comments/requested amendments to the draft settlement boundaries during consultations.

**ACTION- Mike B** to put report and associated maps on the website to coincide with James re-contacting the individuals who had raised issues.

**ACTION-Bob & Mike B** to produce statement for October's Bolster advertising the information on the website.

### **Focus Group 2 - Landscape, Natural & Built Environment**

#### Local Landscape Character Assessment update

June stated that the group had met on Monday and the draft report to be sent to volunteers for comment.

**ACTION- June** to produce a statement for the October Bolster calling for volunteers to assist with the Village Character Assessment.

**ACTION- June** to send draft report to Mike to place on website for comments and observations.

**ACTION ALL-** Feed back to June prior to next steering group meeting.

Noted Village Character Assessment will need consent from PC to spend £3000. Two architects had been sourced who could do this task and we hope to start work in October.

#### ○ **Focus Group 3 - Business, Employment & Infrastructure**

Alan stated that having met they have drawn up a set of questions and discussion points for Coleen from Cornwall Council planning in response to her comments on their earlier policy drafts.

**ACTION -Each Focus group** to do the same and have a joint meeting with Coleen with one representative from each Focus Group.

**ACTION- Cheryl** to arrange a date for a meeting with Coleen asap.

### **5. Project Support Group**

Mike B and Martin were in the process of producing October's Bolster submission but in light of the necessity of advertising the Settlement Boundaries amendments, it was decided to defer this till November unless it could be combined with Bob & June's reports.

Mike L and Mike B met with Jeff Muir who had quoted £450 - £600 to write the consultation statement using the information and data supplied by Mike B This was felt to be very good value but the expenditure would need to be agreed by the Parish Council.

**ACTION- Pauline** to take this request to the PC.

Cheryl had written an update for the Homepage of the website.

**ACTION- Mike B** to update website with this.

- 6. Policy writing support-** Policy matrix idea from last meeting was becoming too complex so it was decided we would instead seek further help from Coleen on policy writing/draft structure of the plan. No further action as already agreed in (4) to arrange a meeting with Coleen. Alan suggested all Focus Groups produce a list of questions. (See point above under FG3)

### **7. Finances & fundraising**

Mike L explained how he and Alan had updated the Project Plan to show expected expenditure items.

M Lunn asked for confirmation of expenditure on items highlighted in red on the Programme sheet.

Group aware that the Sustainability assessment and Strategic Environmental Assessment (listed in the programme sheet as 67 and 68) may not be required. However, Mike L informed members that Localities allow a grant of £4,000 - £6,000 for these, if required we would need to sort paperwork within the next few weeks.

**ACTION-Cheryl** to double check with Coleen that these are not required.

	Out	In	Balance
Grant monies received		19,591	
Expenditure June 2015 - August 2017	12,506		
Balance in hand 13/09/17			7,085
Further estimated expenditure identified at SG mtg 13/09/17	8725		-1640
In reserve from PC funds			15,000
NB. Cost of Sustainability Assessment etc if required can be met by further Localities grant £4,000-£6,000			
Original 2015 estimate for NDP budget: £25,000			

Policy amalgamation. Alan had rewritten programme, amending dates. Notably the new programme would give us just a month to draft the plan in order for it to be finalised by August 2018. He explained that these target dates would be hard to meet but felt it important to concentrate minds!

**ACTION- Mike L** to book 3 more steering group meetings in 2018.

**ACTION-Focus groups** to start filling out the draft plan template provided by Cheryl.

**ACTION- Cheryl** to ask Coleen if she can proof read/sense check and edit the draft plan, if not we can consider paying 2 days costs for either James /Jeff

#### **8. Communications** Bolster articles/web site/Cornwall Council

Covered in various items above

#### **9. AOB**

**ACTION-Jinny** to request that NDP is a full council agenda item and not just the Planning Committee, as the full Council would need to agree expenditure.

**ACTION- Cheryl** to send a few additional bullet points from tonight's meeting to Pauline

**ACTION- Mike L** to send up to date finance report for minutes.

#### **10 Date & Location of next meeting/s & key agenda items**

11<sup>th</sup> October at Porthtowan Village Hall, Lushington Room. 6.45 for 7.00 start.

Meeting closed at 9.15 p.m.