



PENRYN TOWN COUNCIL

NEIGHBOURHOOD PLAN WORKING PARTY

**Monday 21 September 2015, on the rising of the Planning Committee,
Penryn Town Hall Council Chamber**

Agenda

Town Councillors: D Garwood (Chairman)
R P Mitchell (Vice-Chairman)
Mrs G A Grant
Mrs B Hulme
J Langan
C S F Smith
M Snowdon
C K Wenmoth

Cornwall Councillor: Mrs Mary May

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
To receive declarations of interest in relation to items on the agenda
- 3. DISPENSATIONS**
To consider requests for dispensations in relation to declarations of interest
- 4. MINUTES**
To approve the minutes of the meeting of the Neighbourhood Planning Working Party held on 20 July 2015 [Page 1-2]
- 5. RESULTS OF THE INITIAL QUESTIONNAIRE**
To review the responses received to the Neighbourhood Plan Initial Questionnaire and make a recommendation to Council [Page 3]



PENRYN TOWN COUNCIL

NEIGHBOURHOOD PLAN WORKING PARTY

Monday 20 July 2015, 7.45 p.m., Council Chamber, Penryn

MINUTES

Town Councillors in attendance: R P Mitchell [Vice-Chairman – In the Chair]
Mrs G A Grant
Mrs B Hulme
J Langan
C S F Smith
M Snowdon
C K Wenmoth

Cornwall Councillor in attendance: Mrs Mary May

Also in attendance: Michelle Davey [Town Clerk]
Lauren Bayfield [Customer Support Officer]

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Garwood (away).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DISPENSATIONS

There were no requests for dispensations.

4. MINUTES

RESOLVED that the minutes of the meeting of the Neighbourhood Plan Working Party held on 22 June 2015 be approved and that they be signed by the Chairman.

Proposed by Councillor J Langan and seconded by Councillor M Snowdon.

5. QUESTIONNAIRE

An updated copy of the questionnaire was circulated. The changes include addition of a watermark, change of font and alignment of text, simplification of wording and separation of topics in question 4. Councillor R P Mitchell suggested that the questionnaires be printed on blue paper to be more accessible and easier to read. Comments from members included that the amendments made the questionnaire easier to read and more 'user friendly'.

Discussion then ensued regarding the delivery of the initial questionnaire. Agreed actions were:

- Councillor Mrs G A Grant to work with the Customer Support Officer to coordinate the delivery ensuring all roads are covered
- Email all Town Councillors requesting volunteers to help with distribution
- Create online survey through Survey Monkey
- A list of roads in Penryn to be sent out to members

It was proposed by Councillor R P Mitchell and seconded by Councillor C S F Smith that questionnaires be distributed to businesses to complete. On a vote the motion was lost.

RESOLVED that the image of the viaduct for use as a watermark be approved.

Proposed by Councillor M Snowdon and seconded by Councillor Beverly Hulme

RESOLVED that the amended questionnaire be printed on blue paper and be approved.

Proposed by Councillor J Langan and seconded by Councillor Mrs B Hulme

RESOLVED that the questionnaire be available to collect from businesses in Penryn.

Proposed by Councillor R P Mitchell and seconded by Councillor C S F Smith

6. NEXT STEPS

Once the questionnaires have been delivered the next phase will be to collate the results with the question of most importance being number 3 which asks 'Do you think Penryn should have an NDP?'. If the majority of respondents answer 'yes' to question 3 then responses will be collated and analysed and the Town Council will set up a steering group to carry out more detailed consultations. A minimum of 500 out of 5000 questionnaires will need to be returned in order that the sample is representative.

Agreed Actions:

- Councillors Mrs B Hulme and Mrs G A Grant to sort paper questionnaires
- Penryn Town Council office administrators to collate online responses
- The final results of the questionnaires to be taken to October's Council meeting

7. DATE OF NEXT MEETING

It was agreed that the next meeting be held on Monday 21 September 2015 in the Council Chamber on the rising of the Planning Committee.



PENRYN TOWN COUNCIL

NEIGHBOURHOOD PLAN

15 SEPTEMBER 2015

RESULTS OF THE INITIAL QUESTIONNAIRE

Author: Lauren Bayfield, Administration Assistant

1. Background

On the decision to investigate whether Penryn should or should not develop a Neighbourhood Development Plan (NDP), the Neighbourhood Plan Working Party sent out an Initial Questionnaire. This was to gauge the mood of residents in the town towards developing a NDP and begin the important process of community consultation that will crucially run through the plan itself if one is produced.

2. Discussion

Of 3147 paper questionnaires delivered 126 paper copies were returned and 62 completed online. Of those that responded 161 answered 'Yes' to question 3 'Do you think Penryn should have an NDP', a majority of 85%. One person answered 'No', 15 were undecided and 11 were counted as void as they were undeterminable. In total 188 responses to the questionnaire were received, a return of 5.75%. On the advice of the Community Network Manager, 5% is considered to be a good return and on this basis the response is considered to be satisfactory. A majority of 85% of respondents think that Penryn should have a NDP.

3. Recommendation

To set up a steering group to begin work on a Neighbourhood Development Plan.

4. Appendices

None.