

**St Agnes Parish Neighbourhood Development Plan**  
**Focus Group Meeting Landscape, Natural and Built Environment**  
**Minutes – NDP – Jan 20<sup>th</sup> 2016**  
National Trust Office St Agnes 7.00pm- 9.00pm



**Attended by:** June Crossland, Lynn Davies, Cheryl Marriott and Bill Makin

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

**Apologies from:** Peter Rose

## Historic Environment

The group discussed the information Peter had sent by email. Main points as follows:

1-Geographical Information System (GIS) mapping- Peter is happy to work with our new volunteer Ben Wheeler to get the historical information mapped.

**ACTION** Cheryl to pass on Ben's details to Peter. Question came up about Ordnance Survey (OS) licence for mapping.

**ACTIONS** Cheryl to Ask Coleen O'Sullivan, Lynn to ask Parish Council.

2-Peter had a meeting with Nick Cahill, Historic Environment Strategy Officer in Cornwall Council's Historic Environment Service. Nick suggests we refer to specific best practice or guidance that we would want to see followed. There will be an Historic Environment Supplementary Planning Document (hopefully by the summer) which should set out the process to be followed by NDPs and also the assessment process for developers to follow. There is also a World Heritage Site SPD which should be going out for consultation in a few weeks, and Historic England is working on guidance for farmsteads / farm buildings in Cornwall, which is being finalised.

**ACTION**-Group to ask Peter if he can look at relevant documents and highlight policy areas he thinks most relevant to St Agnes Parish

3-Peter and Nick discussed settlements. As well as there being a Conservation Area Appraisal for St Agnes village, a Conservation Area Management Plan was also completed (in 2008), June added these were not adopted, but are very relevant and useful. It includes policies and actions for the conservation area, so will need to be looked at to see how it should be used or referenced by the NDP. Peter has a copy as a PDF.

4-Nick said Mingoose and Mithian are unlikely to have conservation area appraisals in the foreseeable future due to lack of resources in Cornwall Council. Our priority could be to have at least a basic level of appraisal of the settlements in the parish, so as to have information on character and significance that can be included in the plan (ie for Porthtowan, Mount Hawke, Blackwater, Mithian, Mingoose and those parts of St Agnes village not covered by the Conservation Area Appraisal (eg Trevaunance, Goonown, Goonbell). Without an appraisal it might be hard to justify policies for the settlements. He suggested this could follow existing methodologies such as the [Oxford character assessment toolkit](#) (a form of checklist) or Historic England's guidances 'Understanding Place' or the 'place-check' method, a checklist of 21 questions ([www.placecheck.info/](http://www.placecheck.info/)); or we could follow some of the headings used in the St Agnes conservation area appraisal or the CISI report, or the Roseland characterisation. Nick offered to advise further if required, including a field visit. Roseland were following up the work on settlements that they had done as part

of the NDP by doing their own Conservation Area Appraisals, following the Oxford method.) So production of conservation area appraisals is something that we could consider in future.

**ACTION-** Group to discuss with Peter and Roger whether they know any volunteers locally who might want to get involved with this work. ( June suggests doing it after the Local Landscape Character Assessment so as to not confuse things. It is not too difficult so we should avoid having to pay a professional if possible, just need a few sides of A4 description for each settlement

5-Regarding design guidance, Nick was doubtful about the value of producing a lot of detailed advice specific to St Agnes parish, and thought it could be dealt with best by spelling out the principles and processes that should be followed and the need for the developer to demonstrate that they understand how the site relates to its surroundings. He thinks the old Carrick Design Guide is good and also that something like Historic England's Building in Context toolkit could be followed ([www.Building-in-context.org](http://www.Building-in-context.org) ) and/or the CABE guidance.

**ACTION-**Lynn to look at Carrick design guide and see if there are obvious gaps. June to get her a paper copy.

If no obvious gaps with this and Conservation area document we might not need anything else.

6-Nick was doubtful of the value or feasibility of trying to produce some sort of local list of all the potentially significant sites. It is more practical to set out the criteria for identifying significant sites and features. He thought it was important to make it clear what the 'significance' of the assets that need looking after by the policies is.

**ACTION/QUESTION** from the group-How do we know what is significant, is it in existing evidence base?

### **Local Landscape Character Assessment**

General discussion, then firming up the dates for the procurement process. All dates planned to work around Parish Council meetings so we can keep them fully informed.

**ACTION-** June to write the Landscape Architect's brief next week ready for it to go out to tender.

**ACTION-** June to speak to Sue Herman about detail of PC procurement.

#### **Key dates:**

Feb 10<sup>th</sup> papers sent to PC

Feb 15<sup>th</sup> **PC Meeting-** Consultant's brief and list of organisations/individuals being invited to tender to be taken to PC for approval

Week of 15<sup>th</sup> Feb- Sue Herman to send procurement papers to consultants (subject to PC approval)

Feb 24<sup>th</sup> **Focus Group 2** meeting 7pm NT Office

March 4<sup>th</sup>- Tenders back from consultants

March 10<sup>th</sup> **Focus Group 2** meeting to score tenders received (note Thursday not Wednesday and 7.30pm not 7pm) NT Office St Agnes

March 16<sup>th</sup> papers to PC re. Recommended consultant

March 21<sup>st</sup> **PC meeting** approval of recommendation.

Week of 21<sup>st</sup> March PC award tender

## **Biodiversity/Natural History**

Limited discussion on this since most of meeting taken up with Historic environment and Landscape character assessment.

**ACTIONS-** Bill to work on the scene-setting text. CM to pass on further information to Bill and put the Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS) information products in the NDP file share facility. CM and BW to think about consultation questions and enhancement opportunities.

## **Consultation Events**

Brief discussion on consultation event for the LLCA report, to get comments on the LLCA and get opinions on what people value locally- June said this should happen at same time as other consultation events around the time the main questionnaire goes out. No separate consultation required.

## **Next meeting**

Feb wed 24<sup>th</sup> 7pm NT Office St Agnes.