

St Agnes Parish Neighbourhood Development Plan
Meeting 22 Minutes – NDP – 8/2/2017

Venue: Blackwater Village Hall, Start time: 7pm. End time: 9.18pm



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1. Welcome and Introductions, apologies for absence

Attendees;

Cheryl Marriott
Andrew George
Mike Bunt
Mike Lunn
Alan Clark

Jinny Clark
Pauline Barrow
Roger Radcliffe
Lynn Davies
June Crossland

Dawn Brown
Martin Ripper
 Robert Wetherill
 Diane Wetherill

Apologies received:

None

2. Presentation by Andrew George, Director of Cornwall Community Land Trust (CCLT):

Mr George presented an overview of the work of the CCLT explaining the different types of project undertaken by the Trust over the 10 years since it was formed. Facilitating projects to construct permanently affordable homes to meet local housing need was one of two key areas of work; the Trust had so far constructed just over 200 such homes in six different locations in Cornwall and the Isles of Scilly. Establishing and supporting 'not for profit' local Community Land Trusts (12 so far in Cornwall) was the CCLT's other main area of work.

The NDP Steering Group asked Mr George a number of questions about project costs; funding; profit; land purchase and subsequent ownership; and whether the model could be used for projects other than housing. Using examples from within Cornwall and from community land trusts across the UK, Mr George indicated that local community land trusts had been involved in projects ranging from re-opening local pubs, to starting a community bakery, or, as in the case of the Lands' End Peninsula Community Land Trust, establishing a community farm. The process of setting up a Local Community Land Trust could take up to two years.

The meeting thanked Mr George for his thought provoking presentation (he then left the meeting).

3. Minutes from Last Meeting: After minor amendments the minutes were approved.

Outstanding ACTIONS from previous meeting: (not covered by the agenda)

Cheryl Marriott to contact Natural England re: habitat regulation assessment;

June Crossland reported that Peter Rose had contacted Historic England who confirmed that they would not want to get involved in the NDP unless allocating sites.

Mike Bunt had spoken to Stuart Wallace who would supply comments on the open space strategy once it became available;

Jinny Clark to circulate open space report to Steering Group once final version available;

Mike Bunt to upload the open space report onto the NDP website as soon as it was available;

Mike Bunt to check if aerial survey help might be available locally;

Mike Bunt confirmed that copies of the 'Thank you' newsletter had been sent to Coleen at Cornwall Council to be relayed to N. Marsden and P. Mason;

June Crossland to ensure that any work already done on 'travel to school' by FG1 was handed over to FG3 who had agreed to complete this work.

ALL to read the Cornwall Local Plan if not already done so.

Mike Lunn reported that he had sent a copy of the 'sign-off' letter relating to the Localities Grant to the Parish Council as requested.

Actions from Policy Writing Workshops:

It was noted that several members of the Steering Group had attended a recent information event arranged by Andrew George regarding affordable and local needs housing.

Roger Radcliffe to speak to local estate agents about current demand for housing.

Roger Radcliffe to check notes on the formulation of a checklist and send to Cheryl Marriott

Cheryl Marriott to circulate Coleen's comments from her actions to the Focus Groups.

Cheryl Marriott to agree provisional dates for further policy writing workshops with Coleen.

Concerning the post of Secretary, Jinny Clark suggested that the matter be held in abeyance until two options had been explored. Cheryl Marriott to pursue. Mike Lunn offered to coordinate future meeting dates and venues.

ACTION: Cheryl Marriott to further explore options for securing secretarial services for the group.

ACTION: Mike Lunn to circulate a list of future meeting dates and venues.

4. Feedback from the Parish Council

- Pauline Barrow reported that the Parish Council were regularly updated on the NDP Steering Group's progress. There was no feedback to relay at this time.
- It was noted that procurement to secure professional support for the proposed Village Character Assessments would be carried out in accordance with the Terms of Reference and reported to the Parish Council in due course.

5. Summary of progress of Focus Groups:

FOCUS GROUP 1 – Housing, Education and Community Facilities

- Plans for village settlement boundaries were in preparation – planning permissions granted for housing were being added to the maps to ensure that they were fully up to date.
- A number of draft policies had been written but needed finalising.

FOCUS GROUP 2 – Landscape, Natural and Built Environment

- Cheryl Marriott and Bill Makin had met to discuss wildlife issues and would produce some initial draft policies.
- June Crossland was coordinating a meeting with Peter Rose and Roger Radcliffe to discuss landscape character assessment management guidelines.
- A shortlist was being made of professionals willing to tender for the task of coordinating the Village Character Assessments. A brief for this work was also in preparation.

FOCUS GROUP 3 – Business, Employment and Infrastructure

- FG3 policy writing was reviewed and format issues across the three FG's was discussed.
- The Draft NDP from Feock Parish and the final NDP from Thame in South Oxfordshire were tabled as possible ways forward in terms of arrangement and style.
- There were issues with the format of policies, and also the appreciation of the process and overall production of the draft NDP. The NDP samples tabled showed a coherence of descriptive passages that outlined the existing parish nature and developed a vision statement based upon evidence collected, then developed this into a set of objectives that determined the policies. This clearly shows the direction of the NDP's intent.
- In view of the policy format issue, it was agreed FG3 should finish its policies to the best its ability and then bring to the SG to decide if a professional review is required to edit and unify the design style and approach. We also need to think about the preliminary NDP passages, vision and objectives which will tie the whole document together.
- It was suggested that, as the NDP document was likely to be a large and comprehensive document, it was unlikely that many will avail themselves of the contents. The group therefore suggested that an Executive Summary be produced for circulation to relay the essence and vision of the final NDP to the parishioners. The Steering Group agreed to this suggestion.

Prior to the meeting, Cheryl Marriott had circulated a 1st draft list of the emerging policies from all the Focus Groups. There were currently 21 policy headings being developed.

ACTION: An Executive Summary of the final St. Agnes Neighbourhood Development Plan would be produced as a conclusion to the project and circulated to all households in the parish of St. Agnes. Alan Clark to add this action to the project plan.

ACTION: A short outline of the policy direction emerging from the NDP would be produced to assist in finalising policies. (Cheryl / Coleen)

6. PROJECT SUPPORT GROUP - Update:

- Mike Bunt was reading the Roche Community Engagement Strategy in preparation for concluding his work on the equivalent document for St. Agnes parish.
- The designer of the Questionnaire and Thank You documents had requested a reference from the Steering Group to assist him with future work.

ACTION: Mike Bunt to supply, on behalf of the Steering Group, a reference to the designer of the Questionnaire and Thank You documents.

7. Village Specific Workshops on Settlement Boundaries

- It was agreed that this work could only proceed once the policy direction document had been produced.
- It was agreed that a Policy Writing Working Group should be formed comprising Coleen, Cheryl Marriott, Martin Ripper, June Crossland, and Alan Clark.

ACTION: Everyone to send their draft policy templates to Cheryl Marriott to relay to Coleen for feedback on the likely level of resources that might be necessary to shape and polish each policy and whether or not the necessary resource might be available from Cornwall Council. Deadline – 18th February 2017

ACTION: Cheryl Marriott to convene the first meeting of the Policy Working Group.

8. Project Plan

- Prior to the meeting, Alan Clark had circulated the latest update of the Project Plan to the members of the Steering Group.

9. Finance and Fundraising

- Mike Lunn updated the list of anticipated project costs (as summarised below):

Items with Cost		Initial Ball-Park
Draft Policy Direction document 'Leaflet' to be distributed in Bolster	AC, MB	1,000
Village Character Assessment	JC - FG1	2,000
Mapping costs Settlement Boundary	JC - FG1	200
Executive Summary of NDP	AC	1,500
'Expert' overview of NDP Creating a consistent/unified 'read' of the end product	AC	1,000
		5,700

It was noted that of the original anticipated budget of £34,000, some £9,800 had so far been spent, leaving a notional £24,000 in hand including the Parish Council allocation and grant aid.

10. AOB

- The Steering Group had been approached by the developer 'Blue Cedar Homes'. As a matter of general principle it was agreed that the Steering Group would not enter into discussions with developers at this stage in the NDP process.

ACTION: Cheryl Marriott to advise Blue Cedar Homes that the NDP Steering Group would not be entering into discussions with developers at this stage in the NDP process.

- Community Infrastructure Levy - Dawn Brown reported that the deadline for the Cornwall Council consultation on the housing valuation zones was 14th February 2017. It was generally considered by those present that St. Agnes had been categorised into a valuation band that under valued the housing stock and thereby potentially reduced the CIL contributions that might be expected as a result of new housing developments. Such an undervaluation (thought to be due to St. Agnes being combined with neighbouring parishes in the Community Network Area) would potentially reduce the total funds accumulating in the CIL pot for infrastructural improvements in St. Agnes parish. It was also stated that this might affect the percentage of affordable homes that would be required to be built on an exception site. It was felt that as CIL contributions are linked to the NDP, which is parish based, the valuation zones should be similarly formulated on a parish basis.

ACTION: The NDP Steering Group would seek to add weight to St. Agnes Parish Council's response to the Cornwall Council consultation on Community Infrastructure Levy housing valuation zones. A suitable response to be drafted by Cheryl Marriott and Dawn Brown.

11. Confirm Date and Location of next meeting

- Next SG Meeting:
Date: 08/03/2017 between 6.45pm and 9.00pm.
Venue: St. Agnes Parish Rooms