

Mylor Neighbourhood Development Plan

Minutes of the meeting held on 4 December 2017 7pm in the Village Club, Flushing

A presentation of the Development Plan was set up in the room adjacent to the hall, manned by Communications group members, where members of the public were encouraged to sign up to the website and complete the 'postcard survey'.

Present: Steve Solomon (Chairman), Michael Brougham, Pat Willmore, Nicholas Trefusis, Jan Trefusis, Jonathan Griffin, James Robinson, Jill Quilliam, John Adams, Jeni Fraser

In attendance: 55 members of the public

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| <p>1</p> | <p>Chairman's Introduction</p> <p>Steve Solomon welcomed everyone to the meeting, the first meeting of the Steering Group to be open to the public. The aim of the meeting was to update the public on progress and explain the background of the project. The purpose of the plan is to craft a piece of legislation which will form the first stratum of the statutory planning process. The area of designation is the Civil Parish of Mylor. This comprises not only the two major settlements of Flushing and Mylor Bridge but other settlements and hamlets as well as the outlying areas. No area is more important than any other and the aim of the project is to be totally inclusive. Meetings will be held in other locations. Although the plan is being referred to at this stage as the Mylor/Flushing plan for the purposes of information gathering and to foster inclusivity, the final document which goes to referendum will be the 'MYLOR NEIGHBOURHOOD DEVELOPMENT PLAN'. This is the Parish's opportunity to shape future development whilst mindful of the Government's target of 52000 dwellings for Cornwall + job generation by 2030.</p> <p>The Chairman introduced the Steering Group Leads to the meeting and explained that each has a working group currently engaged in pulling information together.</p> | |
| | <p>Michael Brougham gave an overview of the project:</p> <ul style="list-style-type: none"> • The group comprises volunteers working under Terms of Reference authorised by Mylor Parish Council. This is unusual as Parish Councils usually lead on development plans. The remit is to include the entire Parish and the role of the group is to facilitate input into the plan. • This is entirely separate from the Parish Plan produced in 2015 which is aspirational whereas the Neighbourhood Development Plan, once approved, becomes planning law and will be valid and relevant until 2030 in line with the Cornwall Local Plan. Our plan must be compliant with planning law and the Cornwall Local Plan. • 2011 planning law presumes in favour of sustainable development. The proposed structure of the plan mirrors the planning process – housing + all other aspects of sustainability. • We have completed the start up phase – receiving the mandate of the Parish Council. <p>Phase 1 – John Adams and his Communications group have set up the website and are promoting exhibitions. The first mass survey will be sent out around February the aim of which is to obtain a general set of views. This survey will go to all households. This will be followed by a specific housing survey to ascertain need and explore solutions eg retirement village,</p> | |

affordable housing etc. Our status as AONB means there is no preset housing allocation. A final survey will come out around July seeking the public's views on specific policy proposals.

- **Phase 2** – To prepare the plan, write the policies, hold a public exhibition/consultation event(s) with the finalised version emerging in October 2018.
- **Phase 3** – The plan is handed over to the Parish Council
- **Phase 4** – Consultation with statutory bodies, independent scrutiny to ensure compliance, planning authority examination, central planning authority inspection. Any significant alterations must be presented to the parishioners before the
- **REFERENDUM** anticipated in Spring 2019. If supported by more than 50% of the turnout the plan immediately passes into planning law. Anybody eligible to vote in Mylor Parish Council elections is entitled to vote at the referendum.
- We are looking for a contact group of approximately 350 (those signing up through the website) to give the Steering Group a good indication of the general view based on polling theory.

The meeting was then opened to the floor for questions:

1. How many plans have passed through to statute in Cornwall so far?
11 with many others at various stages of the process **Michael Brougham**
2. Will provision for arts and performance be looked at in the plan?
Yes it is part of the process **Servane Trefusis**
3. How do we ensure that the Planning Authority gives full weight to the plan after adoption?
The group's remit does not extend beyond the referendum. An implementation plan will be produced as part of the process which will be passed to the Parish Council for them to use in scrutinising development applications for compliance. The Roseland Group has continued beyond the referendum by creating a body to monitor compliance and have created a toolkit for all applications made in their area of designation. **Michael Brougham**
4. It is possible to envisage a surge in applications to try to beat the referendum. Is weight given to emerging policies?
We are told it is however, the recent decision on the Ocean Bowl application in Falmouth would suggest otherwise. The group will keep the planners abreast of its emerging policies. We are protected to some extent by AONB legislation. **Jonathan Griffin/Michael Brougham**
5. How does the group fit in with the Parish Council?
The group is working under the authority of the PC but independently with terms of reference. Jeni Fraser is a Parish Council representative on the Steering Group and acts as an observer. **Michael Brougham**
6. Why is the Parish Council itself not producing the plan?
They are busy with other matters on behalf of the Parish. **Steve Solomon**
7. Will the group be obtaining support and/or advice from specialists?
We are hoping that we have sufficient local skills to tap into eg Michael Griffin – a developer with experience of development planning and a resident of Flushing. **Steve Solomon**

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| | <p>8. This is an expensive process. How will it be funded? There is a total grant available from Groundworks/Locality of £9000. We have received the first tranche of £3325 which must be spent within 6 months. Applications for additional funding will be made as appropriate. In addition Mylor Parish Council has put £5000 into its 2018/19 budget. It is acknowledged that this is an expensive task and it may be necessary to consider some fund raising. Pat Willmore, Steve Solomon</p> <p>9. There is a proliferation of websites in the Parish. Can they be combined or linked? The Communications group is continually developing the website which is still very new. There will be links. John Adams</p> <p>10. Many facilities and amenities in the Parish are used/enjoyed by non-parishioners. How will weight be given to their views? The group is looking into how this will be done. Michael Brougham</p> <p>11. What is the referendum requirement to approve the plan? 51% of all those voting. Parishioners must be registered to vote in PC elections. Michael Brougham</p> <p>The public participation ended with attendees encouraged to look at the exhibition and sign up.</p> | |
| 2 | <p>Apologies for Absence Rebecca Brougham, Sophie McGannity</p> | |
| 3 | <p>Declarations of Interest. Nicholas Trefusis asked that his membership of Cornwall Rural Housing association be added to his entry on the Register of Interests.</p> | |
| 4 | <p>Record of Previous Meeting & Admin Points. The minutes of the meeting held on 7 November had been circulated to all members of the Steering Group. Proposed Jan Trefusis; Seconded John Adams ; Unanimously agreed that they represent an accurate record of the meeting.</p> <p>As reported during public participation a grant of £3325 has been approved by Groundwork. This grant has been offered to Mylor Parish Council conditional upon their acceptance and due diligence. This tranche of funding must be spent within 6 months. Unfortunately the group has no powers to hold its own grant funding. This has to be held by the Parish Council as the Accountable Body. All invoices should be raised to the Parish Council who can reclaim any VAT. Difficulties may arise due to delays in payments but this must not be allowed to impede the work pace of the group. PW will endeavour to ensure that there are no hold ups with payments. The Register of Interest is complete but for Beccy and Sophie. This is held by PW</p> | RB. SMc |
| 5 | <p>Project Plan: Action for next month – Michael Brougham Michael Brougham circulated an extract from version 3 of the project plan. Additional time has been allowed to bring the Autumn work to conclusion. This time has been taken from an inbuilt contingency and will not extend the overall timing of the plan. At item 44 he is looking for a written report (approx. 2 pages) to summarise</p> | |

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| | <p>facts and figures ascertained, major issues identified and a candidate list of questions. He will distribute a template for this.</p> <p>It was proposed by John Adams that a results conference be held on Saturday 20/1 to coincide with a Parish Council surgery. Seconded by James Robinson and agreed. Details to be arranged.</p> <p>MB still has to provide a briefing document on mapping. This is more complicated than previously thought so he will produce 2 briefing documents: 1 for Cornwall Council mapping and 2 for the use of maps and mapping data from Ordnance Survey and Royal Mail which requires familiarity with GIS .</p> <p>In response to the question of data protection when accessing these maps MB stated that we are permitted to use the maps as illustrations in the plan whilst working as a public body for the public good. However, everybody is reminded that stringent licence restrictions apply.</p> | <p>MB</p> <p>PW</p> <p>MB</p> |
| 6 | <p>Special Topics –</p> <p>Steve Solomon raised the issue of data protection if asked to access databases of local groups. This is a grey area but if members of groups are asked and encouraged to sign up that will be fine.</p> <p>The meeting with Nick Marsden should be arranged for 18 December rather than leave it until the New Year.</p> <p>SS, MB and PW are attending an NDP workshop on 15/12. If anyone has questions they would like to be put please inform SS.</p> | <p>SG leads</p> |
| 7 | <p>Communications Group – John Adams tabled the following report.</p> <p>Since the last meeting we have put up posters in Mylor & Flushing, held a public engagement meeting at the Mylor Christmas Fair (160 visits and 78 responses now tabulated), placed suggestion boxes in Hair Design & Lemon Arms (Mylor) and 7 stars & School in Flushing and placed an insert in the Mylor & Flushing magazine. We also created some flyers to hand out and received pictures from both village schools which are incorporated in the exhibits.</p> <p>We expect the public engagement events to go on to the end of January as we need to build the survey list (we are at 203 at moment) and are sending a newsletter to all those on the list within a week. Now updating photos on the website, researching household numbers for survey and taking part in further public event in Flushing on 27th January.</p> <p>He updated the meeting with the fact that 215 people have now registered on the website. He is awaiting approval from local businesses, details of which have been supplied by NT, to add them to the website. Similarly with other village groups subject to the limitations of the DP act (see 6).</p> | |
| 8 | <p>Housing Group - Jonathan Griffin tabled the following report</p> <p>The Housing Group has been working away (trying) to get our brains around the various numbers and policies. Having held meetings with people from Cornwall Council, we are now much clearer about some of the policies if not the numbers. The latest CC figures suggest that there is a current ‘demand’ for about 69 affordable houses. These figures seem rather flaky and it has been suggested that a target of about 15 new affordable units during the planning period would ‘be realistic’. Allowing for a 50% ratio, this suggests we should be looking for a development site (or sites) capable of accommodating about 30 new houses in addition to any infill. However, the advice also suggests that we should carry out our own Housing Needs</p> | |

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| | <p>Assessment and this might be done in the new year, shortly after the first questionnaire.</p> <p>We are also exploring options for retirement homes and funding/ownership vehicles such as a Community Land Trust.</p> <p>We have no matters for immediate decision.</p> <p>James Robinson added that himself and JG had had a very useful meeting with Andrew George, Chairman of the Community Land Trust for Cornwall which can act as a facilitator for a local group or in its own right. It was agreed that it would be useful to provide a clear explanation of how CLTs work.</p> | |
| <p>9</p> | <p>Environment, AONB and Heritage – Jan Trefusis tabled the following report</p> <p>The Working Group now comprises five volunteers with considerable expertise to contribute. We have compiled some background information and identified areas/features/characteristics of the Parish, within each sub-topic, which could be affected (adversely or favourably) by development, and how these might be taken into account. We have all looked at the Parish Plan, which already gives a good indication of the Community’s main areas of concern, and also examined how neighbouring, approved NDPs have approached the topic.</p> <p>Issues for the Steering Group to consider:</p> <ol style="list-style-type: none"> 1. Given that this topic was covered in the Parish Plan, how do we avoid reinventing the wheel? It was agreed that it would be useful to use information in the Parish Plan to test views but that more in depth analysis is required. It was suggested by Jill Quilliam that the NDP is likely to appeal to a younger cohort. It was agreed that it is vital to differentiate between the Parish Plan and the Development Plan. 2. In a similar vein, how do we manage the overlap/synergy with other topics? It was felt that this would happen naturally. <p>MB is willing to produce a ‘straw man’ plan as a working paper so that the groups can get a feel for what we are working towards.</p> | <p>MB</p> |
| <p>10</p> | <p>Economy – Nicholas Trefusis tabled the following report</p> <p>Group met 30/10/17 collated contact information gathered so far. This phase will be complete very shortly and information passed electronically to Comms. group. Discussed what further information should be gleaned.</p> <p>To discuss:</p> <ol style="list-style-type: none"> 1. Should this be by questionnaire or direct contact? The method of surveying will be addressed in the near future. 2. Should we mine year books for further contact details? Use of year books and club databases has been addressed at item 6. <p>NT wishes to establish the type and size of accommodation of local businesses. This may need a direct approach to businesses as that information is unlikely to be available elsewhere. JQ suggested NT asks Anna Brunye who dealt with local businesses for the Parish Plan for any information she may have. JG is also keen to find out land use aspiration of local businesses.</p> | |

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| | Exeter University is currently doing a study of marine businesses in Cornwall. This may be a good source of information for the Economy group. | |
| 11 | <p>Transport – Jill Quilliam tabled the following report.</p> <p>At our meeting on 22nd November, each member presented a detailed written report on the present situation of their assigned mode of transport. These included pavements and footpaths. Some photographs had been taken. We have a bus company interested in our case.</p> <p>JQ further reported that following 3 meetings their results document is largely complete. SS raised the question of speeding and suggestions of how to quantify the problem were put forward including asking Cornwall Council to provide their mobile speed sensor for a period.</p> | |
| 12 | <p>Facilities, Societies and Education – Rebecca Brougham & Sophie McGannity sent in the following report.</p> <p>Combined group met on the 28th November – some changes to the members with Jane Dibbs leaving and joining the housing group. Helen, Maggie & Celia have had to resign, and Kate Griffin and Lynne Evans joining as new members. Amalgamated all business and societies etc, with discussions over those that still need to be approached or chased for information. These were allocated. BB to collate all information for next meeting in New Year.</p> | |
| 13 | Date of Next Meeting 20/1 at Tremayne Hall Mylor Bridge. Time tba. | PW |
| 14 | <p>Chairman’s Closing Remarks</p> <p>Very impressed with engagement and numbers of people turning up and the group is making great progress.</p> | |
| | Meeting closed at 9pm | |