

Mylor Neighbourhood Development Plan

Minutes of the meeting held on 15 January 2020 at 7pm in the Tremayne Hall, Mylor Bridge

Present: David Lansdowne - Chairman, Michael Brougham Vice-Chairman, Pat Willmore, Jonathan Griffin, Pat Farrell, Jan Robson, Guy Dodd, John Killick, Tim Brighton, Jill Quilliam, Guy Dodd, Jane Moss

1	<p>Chairman's introduction – David Lansdowne December meeting was cancelled due to members' other commitments. MB has had good feedback from Sarah Furley on his pre-release of the main documents – more later. At this stage the PC needs to be kept completely up to date.</p>	
2	<p>Apologies for Absence John Adams, James Robinson</p>	
3	<p>Declarations of Interest. None</p>	
4	<p>Record of Previous meeting and admin points – Pat Willmore</p> <p>PW queried the current situation regarding the Parish Council. Councillor Melanie Franks has taken on an elected unpaid post as main contact for enquiries and correspondence for the Council whilst the Clerk is on sick leave. Rodney Myers has been elected as Chairman.</p> <p>It was unanimously agreed that the minutes of the meeting held on 13 November 2019 be approved as a true record of the meeting and signed by the Chairman.</p> <p>Action points from previous meeting. All action points from the November 16 minutes in items 4 through to 6 have been completed or overtaken by events. Item 7: An on-line focus group survey on climate change has not been done. However, a climate change event was held in the OS at which MB presented the NDP policies. Suggestions for actions were discussed and recorded. It was felt therefore that no additional survey is needed at the moment. Item 10: Strategic comments on John Killick's draft are still being sought.</p> <p>Our Survey Monkey subscription renewal is due on 1 February. £408. It was resolved that this should be paid if the group confirms that we still need it. A subscription for the proposed PDF flip book will also be needed – probably for no more than 4 months and therefore totalling less than £100 PW considered this will be covered by our budget.</p>	PW/JA
	<p>Project Progress and next steps – Michael Brougham MB had circulated a briefing note and this is included here together with summary of timescales for action: 'BRIEFING NOTE ON PROGRESS ON NDP DOCUMENTS FOR 15TH JAN 2020 MYLOR NDP SG <i>By Michael Brougham</i></p> <p>THIS NOTE COVERS:</p> <ol style="list-style-type: none"> 1. PROGRESS ON THE INFORMAL DRAFT NDP DOCUMENTS 2. PROGRESS ON THE FINAL DRAFT NDP 	

EXPLANATION:

1. The **'Informal Draft'** NDP is required for Strategic Environmental screening by Cornwall Council and is a working Word document which will be handled by officials and consultees internally by CC. The SEA screening process takes about 4 weeks and results in:
 - a. A letter of official 'opinion' on whether we need a full SEA. A full SEA is a major assessment report (typically 140 pages) written usually by consultants and takes a minimum of 6 months. Indications from our SEA pre-release are that we will not need to do this.
 - b. Informal advice from the local planning Authority to help us with planning policies before we commit to the statutory 'Regulation 14' pre-submission 6-week consultation with the public.
2. The **Final Draft** NDP is our final 'designer' version that will be endorsed for publication by the Parish Council and used for the Regulation 14 consultation. It is based on the informal draft, but also includes artwork, photos and is generally more user friendly to be viewed, as primarily intended, on line. It will be published as a pdf in flipbook form. When endorsed and amended following comments by the public, the Final draft is submitted to Cornwall Council as a Word Document with the Evidence Base of background papers. The evidence base is prepared as a series of Chapters in Word but made available to read by officials and the public in normal pdf form (not flipbook).

PROGRESS ON THE INFORMAL DRAFT NDP DOCUMENTS

To Date

Following the November guidance meeting between the LPA, PC and SG in November 2019, the informal draft NDP written by MB and GD and the Housing Development Preferences (HDP) Appendix (new title) written by JG, were both amended by MB to reflect the outcome of the meeting. They were sent to the Group Leader, Neighbourhood Planning in CC in mid December 2019 for an informal appraisal prior to formal release for SEA screening. Both documents were returned with very positive comments and valuable marked up advice. MB met with JG on 14th Jan to review comments and further changes were agreed.

Way Ahead

Revised versions of the NDP and HDP will be circulated to all SG leads by 20th Jan for finalizing of footnotes and strategic final comments by 29th Jan. A draft Glossary of terms and acronyms will also be produced by the end of the month. On 31st Jan the NDP will be melded to include the HDP and Glossary Appendices and released formally to CC for SEA screening, together with informal draft versions (already produced but will be checked over) of the four environmental Annexes (LLCA, Wildlife, Historic and Climate Change). These documents will also be made available to PC and SG members via link to a cloud server. A response from CC and statutory 'Opinion' letter is expected by end Feb/very early March 2020. Comments from the LPA on this version will be incorporated into the final draft NDP. The informal draft document will then have served its purpose and will be archived.

PROGRESS ON THE FINAL DRAFT NDP

To Date

Following a meeting between MB, JM and JA in December, the final draft NDP is currently WIP with design additions including a new front cover, a set of photos montages for each chapter, additional atmospheric and illustrative photos and better chapter headings. An example flipbook pdf of the first few pages has been experimented with and looks good.

Way Ahead

It is currently planned to release a flipbook pdf draft of this document on 14th Feb for early viewing and feedback by the SG and PC. It will incorporate the Housing Statement as an additional Appendix as this is a mandatory requirement by CC. It is expected that the results of the SEA screening and feedback from the SG and PC on the final draft NDP will all be available by approx. 7th March and can be used to 'turn around' the NDP in a short time, for further release to PC members ahead of a Special PC Meeting on approx. the 22nd March to endorse the NDP for Regulation 14 consultation with the public, commencing on 1 April 2020. It is not necessary to consult on the full contents of the Evidence Base (The consultation statement, for example, will not be completed until the pre-submission consultation results are known). However certain documents will be made available as background reading, including the four environmental Annexes. Once the consultation commences the NDP is then frozen and is only amended by response to recorded comments from the public, CC and statutory consultees, and following the examiner's report. This to ensure that there is an audit trail for any changes from the document seen by the public before submission to CC, to the document used for the final referendum vote.

Summary of Tasks			
January	<i>Lead</i>	<i>Task</i>	<i>Date</i>
<i>Informal Draft NDP main doc</i>	<i>MB</i>	<i>Revise following SF comments</i>	<i>18 Jan</i>
<i>HDP</i>	<i>JG</i>	<i>Revise with stronger section on aesthetics</i>	<i>18 Jan</i>
<i>Both documents</i>	<i>MB</i>	<i>Circulate to SG for comment</i>	<i>20 Jan</i>
	<i>SG</i>	<i>Respond with strategic level comments</i>	<i>By 29 Jan</i>
<i>LVA,LLCA, Wildlife, Historic and Climate change annexes</i>	<i>MB</i>	<i>Revisit and check at informal draft standard (MB will contact authors if necessary)</i>	<i>31 Jan</i>
<i>All docs at informal draft standard</i>	<i>MB</i>	<i>Release to CC for SEA screening. Circulate to SG & PC for info (PDF)</i>	<i>31 Jan</i>
February			
<i>Final draft NDP in flipbook form (inc 3 appendices)</i>	<i>MB,JA,JM</i>	<i>Draft for circulation to SG leads and Parish Councillors</i>	<i>14 Feb</i>
March			
<i>Comments on final draft NDP received</i>	<i>SG and PC</i>		<i>By 7 March</i>
<i>Receive SEA opinion and LPA advice</i>	<i>MB</i>		<i>Approx 7 March</i>

	<i>Final Draft NDP</i>	<i>MB,JG,JA,JM</i>	<i>Review comments from LPA, PC and SG and agree changes to final draft.</i>	<i>By 22 March</i>	
	<i>Final Draft NDP</i>	<i>All</i>	<i>Propose and agree changes to Final Draft at March SG</i>	<i>By 22 March</i>	
	<i>Final Draft NDP with main annexes</i>	<i>DL</i>	<i>Special PC meeting to brief changes and endorse NDP and main Annexes for Regulation 14 6 week pre-submission consultation.</i>	<i>Approx 24 March(before the 30 March PC meeting).</i>	
	<p>As mentioned MB had received positive and encouraging feedback from Sarah Furley having submitted the draft at the end of 2019. She had commented on some weaknesses in the policies but these can be strengthened/resolved with reference to other approved plans.</p> <p>It is vital that the Parish Council is up to speed at this stage. A special meeting of the Parish Council for the plan to be formally adopted will need to be held in March – possibly 22nd. The PC will already have had the opportunity to scrutinise the informal draft and the final draft and at this meeting there will be a presentation of any changes made to the final draft.</p> <p>The 6 week public consultation will commence on approximately 1 April and will require a half day consultation in each settlement together with high profile publicity about this stage of the process probably incorporating a Parish wide mailshot.</p> <p>A stringent audit trail must be maintained of amendments during the latter consultation stages.</p> <p>The consultation statement is crucial to the plan but cannot be completed until after the planning consultation has taken place.</p> <p>Groups are asked to update the footnotes when the informal draft is circulated for strategic final comments. Hyperlinks are not practical in the main document although if there is no alternative they may be used in supporting documents. MB will specify protocol for these when the informal draft is circulated. He will include the original comments by Sarah Furley and comment where changes have been made in response to her advice.</p> <p>JM volunteered to proof read the final draft for grammar etc.</p> <p>Following Sarah Furley’s comments that some of the policy statements are superfluous it was explained that where necessary these would be moved to the action chapter.</p> <p>Work will continue on background documents and annexes whilst consultations are underway.</p>				JM/JA SG leads MB JM
6	Special Topics				
6a	Photos and Cover Design work for ‘informal draft’ Version 5.3 of the NDP – Jane Moss This is work in progress.				
6b	Settlement boundaries/sites allocation for documents for SEA screening – Jonathan Griffin				

	<p>The Housing Development Preferences appendix will be circulated by 23 Jan for finalising of strategic comments etc.</p> <p>CC is averse to policies restricting 2nd homes. However, our survey returned 87% wanting 2nd home ownership curtailed so the plan will incorporate a policy on this. It must be made clear to Parishioners, however, that powers to restrict this are limited. A carefully drafted policy where open market houses built as part of a policy 9 development should not be permitted to be sold as second homes under a covenant in perpetuity even though this might have the effect of reducing the number of affordable houses built would have a positive effect on the community.</p> <p>SF advised that we should draw the settlement boundary more tightly – Church Road and Trefusis Road (from New Quay) are no longer within the settlement boundary.</p>	
7	<p>Comms Group - Jane Moss</p> <p>The group will draw up a communication schedule for the Spring consultation events.</p>	Comms
8	<p>Housing Group – Jonathan Griffin</p> <p>Nothing additional to report.</p>	
9	<p>Environment Group – Pat Farrell</p> <p>Meeting between MB and PF to be organised.</p>	MB/PF
10	<p>Economy and Employment – John Killick</p> <p>JK will post some photographs in dropbox.</p> <p>Still working on his essay. He has drafted an amended introduction following comments from GD. He will email copies.</p>	JK JK
11	<p>Transport and Accessibility – Tim Brighton</p> <p>Nothing additional to report at this stage.</p>	
12	<p>Facilities, Societies and Education – Beccy Brougham</p> <p>Nothing additional to report at this stage.</p>	
13	<p>AOB</p> <p>Following the changes within the Parish Council it was agreed that DL should take over the PC/NDP liaison role to facilitate the consultation process.</p> <p>TB reminded members that a 2nd community led climate change meeting will take place on Saturday 18 in the Ord Statter between 2-4.</p>	
14	<p>Date of next meeting: 26 February 2020</p>	
15	<p>Chairman’s Closing remarks</p> <p>DL thanked the group for a productive meeting.</p>	
	<p>Meeting closed at 8.35</p>	