

NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 21 July 2014

MINUTES

Present:

Geoff Williamson (Transport, Housing, Built Environment, Open Spaces), David Todd (Open Spaces Chair), Paul Woodward (Housing Chair), Alan Clegg (Transport Chair), Matt Hayter (Transport Vice Chair), Rex Henry (Built Environment Chair), Rita Lait (Town Councillor, Steering Group Chair), Lucy Davis (Neighbourhood Plan Officer).

1. Apologies for absence:

Tim Andrewes (Town Councillor), Maxine Armstrong (Town Councillor, Steering Group Vice Chair).

2. Public speaking:

None.

3. Declarations of Interests:

None.

4. Minutes of last meeting:

Accepted as a true record.

Matters Arising:

- Presentation was given to the Town Council on 24 July.
- Draft Foreword & preamble has been sent to all topic groups.
- All topic groups have amended their section of the preamble & prepared draft policies.

5. Items for consideration:

a) Draft policy review.

- Lucy has moved some policies to other topics & prepared a list of policies to date - 45 in total.
- As Built Environment have not yet completed their Character Areas, there will be a few more policies to add to the draft document.
- Although there is still doubt about the inclusion of housing site allocations, this is preferable to leaving the provision of housing to be driven by a developer-led process.

ACTION:

- **Topic groups to supply any missing information on policy objectives & justification - keeping it as brief as possible.**
- **The format to be altered to give objectives & justification before the policy - the latter to be in a text box.**
- **Saved Penwith policies to be removed from 'justification' of individual policies but to be included in the Evidence Base document.**
- **Built Environment group to complete sections on character areas of Carbis Bay, Lelant & Halsetown.**
- **Relevant Housing, Built Environment & Open Space policies to be drawn together for each proposed housing & business development site allocation.**

b) Overlaps & conflicts:

- There are some subjects for which there are policies in more than one topic section - such as the need to protect trees & Cornish hedges in Open Spaces, Housing & Built Environment. Some policy overlaps to be retained for emphasis.

ACTION:

- **Cross-referencing to other relevant policies to be included in each policy preamble.**

c) Maps:

ACTION:

Maps to be prepared, before 15th September, for:

- **non-listed significant community & heritage buildings / structures**
- **open spaces, including demarcation of AGLV & AONB**
- **footpaths**
- **Built Environment character areas**

d) Preambles & general information:

- Based on Lucy's draft, topic groups have provided preambles for their respective sections but amendments will be necessary to produce a more consistent length & style of writing

ACTION:

- **Topic groups to provide revisions to wording by 22nd September**

e) Vision & objectives:

- No specific discussion took place.

f) Next steps, consultation dates etc:

- As it may not be possible to complete the draft policies before 25th September, a working document will be presented for scrutiny by the Town Council on that date.
- Draft NDP document for consultation printed by the last week in October.
- A summary of policies despatched to all residents in November (return envelopes will be provided).
- Referendum in March 2015.

ACTION:

- **Rita to cross-check the draft policies against NPPF, CLP & saved Penwith policies.**
- **Lucy to prepare a summary of the policy document to be sent out for consultation - full document to be made available for inspection at the library & on the NDP website.**

Date & time of next meeting: Monday 29th September 7.00p.m in the Guildhall