

Minutes of the Meeting of St Ives Neighbourhood Plan Training Workshop

Date: 15 May 2013

Venue: Council Chamber, St Ives Guildhall

1. ST ERTH NEIGHBOURHOOD PLAN

Ted Taylor (Council Chairman) and Peter Rylett (Clerk to the Council) presented St Erth's Neighbourhood Planning process and progress to date.

Key Lessons learnt so far:

- Need a strong framework
- Develop strong links with Cornwall Council (Cornwall councillor is a co-opted member of the Steering Group)
- Need clear vision and objectives
- Community engagement is vital
- Biggest issue for St Erth = housing
- Neighbourhood planning should be proactive, not reactive
- Biggest lesson = ask for help!

Why a Neighbourhood Plan?

- Cornwall Council has a duty to help
- There are funding opportunities
- There is a lot of guidance, good practice and support to access

Recent work:

1. Accessed support from CPRE and NALC, to run all day workshops, e.g. Project Management, Re-prioritising, Budgeting, Evidence Gathering, Effective Consultation (and managing expectation).
2. A councillor has been appointed as Chair of each topic group.
3. Now planning a residents' survey and skills audit, to harness expertise in the town.

QUESTIONS:

- How do we link with Cornwall council?
 - Tim Andrewes spoke as Cornwall councillor for St Ives East, and said he would be working to support the neighbourhood plan at county level.
- How do we effectively reach the community?
 - E.g. St Erth held a pub event, with free food, which attracted people who wouldn't come to a 'community meeting'.
 - St Erth council have spent 3 months gathering skills to do it effectively and are now planning their residents' survey.
- Can St Ives and St Erth work together on the issue of the transport interchange?
- Yes! It is imperative that the two areas coordinate progress on this issue.

- How are St Erth planning to deal with issues that are not covered by the neighbourhood plan?
 - Issues will inevitably arise during the process that are not directly planning issues and therefore won't be included in the neighbourhood plan. If there is strength of feeling and enough evidence, there is the option of a Development Order.
 - However, if the neighbourhood plan is evidence based, it may be possible to be creative with its content and Cornwall council could accept it.
- What is St Erth's budget and how was it arrived at?
 - Total budget is £9000
 - From: grants, reserves, Developer Contribution Fund, possible car-parking funds.

2. 8-STEP PLAN

Louise Dowe presented the 8-step plan recommended by CPRE for neighbourhood planning, having attended a training day in February 2013.

The 8-step plan was circulated, as were the template Project Plan, Budget Plan and Project Brief that will be used to plan the neighbourhood planning process. The steering group will compile the final documents, based on input from the topic groups.

NB. The 8-step plan is an indicative draft. The timings are estimates and, because of the elections, are already inaccurate. Once a more detailed project plan is in place, these timings can be revised more accurately and so will remain as they are until this can be done.

All four template documents can be found on the neighbourhood plan website.

QUESTIONS:

- What happens if the examiner appointed by Cornwall Council proposes amendments at step 7 that the Steering Group are not happy with?
- We will have to work to avoid that situation arising. As suggested by the St Erth representatives, it is important to maintain a good working relationship with Cornwall Council throughout the process. This can help avoid any 'surprises' once the neighbourhood plan has been drafted.
- Have any arrangements been made to appoint experts?
- No. Appointment of experts will be for the topic groups and steering group to decide.

3. STEP 1: Getting Started

Lucy Hackett ran through the first step in the Project Plan (see template document).

- a) Decision taken to process with neighbourhood planning – **DONE**
- b) Neighbourhood Plan steering group established – **topic group Chairs have been appointed filling 6 seats on the steering group. Appointment of councillors has been delayed due to the elections, but will be finalised at the council meeting on Thurs 23 May.**
The formation of the steering group was discussed. The following suggestions were made:

- i) **Each topic group should have a councillor assigned, who will also sit on the steering group;**
- ii) **Each topic group should have a town councillor assigned, but only 3 or 4 core representatives sit on the steering group.**
- c) Sub-groups of the steering group agreed – **DONE.**
- d) Terms of reference produced for steering group and sub-groups – **topic groups are considering their terms of reference at their upcoming meetings and sending them to Lucy. The steering group will address their terms of reference as an initial action point.**
- e) Launch event and/or publicity to inform local residents – **the following ideas were put forward:**
 - i) **Neighbourhood Plan road show is being planned by members of the inclusivity group (contact Tony Beavan or Ric walker for details);**
 - ii) **Leaflet drop, possibly with advertising space to cover costs;**
 - iii) **Residents' survey – a few months in to the process;**
 - iv) **Ongoing press releases;**
 - v) **Area events, e.g. Love Architecture event on 29 June;**
 - vi) **All involved in the neighbourhood plan approach their own contacts, community groups or individuals, to inform them of the process;**
 - vii) **Listening is key, and keep the message simple.**

While it was considered essential to approach the public early on, it is also important to get the message and the approach right. We need to avoid the situation of presenting the neighbourhood plan for public referendum only to have it shot down. It was therefore agreed that the action point be moved further down the Project Plan until the groups are more established, there is more 'substance' in place with which to approach people and innovative ways of attracting their interest have been properly considered.

- f) Project Plan for the NP process is produced – **this will be another early action point for the steering group. It will build on input from the topic groups on their timelines.**
- g) Initial budget for the NP is agreed – **steering group.**
- h) Application made to Cornwall Council to designate the NP area – **a letter has been drafted and the steering group will action.**
- i) Draft Local Plan reviewed to identify what it says about the area – **topic group members should be doing this over the next few weeks.**
- j) Communications plan and/or community engagement plan produced – **see Inclusivity Group Minutes from 9 May 2013 for the beginnings of a communications strategy.**
- k) Initial meeting held with Cornwall Council to discuss NP intentions – **steering group.**

ACTION POINTS:

- Lucy will forward the suggestions for the composition of the steering group to the council meeting;
- Topic group Chairs will send terms of reference (including timelines) to Lucy.
- Lucy will coordinate a presence (if any) at the Love Architecture event on 29 June.
- Steering Group will action: terms of reference; project plan; initial budget; designated area letter; initial meeting with Cornwall Council;
- Topic groups will review the draft Local Plan;

DATES OF NEXT MEETINGS:

Transport topic group – Tues 21 May, 6.45pm, Committee Room St Ives Guildhall

Housing topic group – Wed 22 May, 7.00pm, Council Chamber St Ives Guildhall

Lelant Area group – Thurs 23 May, 7.00pm (contact Lucy for venue)

Built Environment topic group – Wed 29 May, 7.00pm, Council Chamber St Ives Guildhall

Open Spaces topic group – Tues 4 June, 7.00pm, Committee Room St Ives Guildhall

Further dates for topic group and steering group meetings will be advised via the website
www.stivestowncouncil.co.uk/neighbourhoodplan

Please contact Lucy or Louise for further information on 01736 797840 or
stives.n.plan@gmail.com

Meeting closed at: 9:15pm

Chairman's signature: L. Hackett