

## CHACEWATER LOCAL NEIGHBOURHOOD DEVELOPMENT PLAN (LNDP)

### POLICY STEERING GROUP (SG) MEETING - VILLAGE HALL SAT 1 APR 17

#### RECORD OF DECISIONS (ROD)

<b>List of Attendees</b>	
Brenda Bailey MBE Paul Bearham Angie Beckham Julie Bennett Shirley Carley Peter Chesworth David Firth Jenny Gale Jill Hocking	Jim Holford Robin Knill ( <i>Notetaker for the evening</i> ) Catriona Neil Tony Roode John Schofield Paul Shevlin Martin Stephens ( <i>Chair for the evening</i> ) Maureen Stevens
<b>Apologies:</b> Sian Bennetts, John Carley, Terrie Chesworth, Alan Crocker, Paul Dyer, Bill Green, Maggie Lister, Terry Lister. <b>Observing:</b> Cornwall Councillor John Dyer MBE	

ITEM	ISSUE	ACTION
<b>1</b>	<b>Introduction and Aim(s).</b> <ul style="list-style-type: none"> <li>• All were thanked for attending and advised that we were embarking on lengthy but sensible and gradual pathway towards producing Chacewater's Local Neighbourhood Development Plan (LNDP) by – probably – mid to end 2018.</li> <li>• Our aim would be to keep all aspects of the process as simple as possible whilst engaging our wider community.</li> <li>• This mtg would take no longer than 2 hours.</li> <li>• Cornwall Council Neighbourhood Planning E-Bulletin (Mar 17) mentions Chacewater for the first time - so we are on the LNDP map!</li> </ul>	<b>Martin Stephens advised</b>
<b>2</b>	<b>Agenda:</b> <ul style="list-style-type: none"> <li>• Resume of last mtg (6 Mar 17) - Record of Decisions.</li> <li>• Our Vision.</li> <li>• Policy Steering Groups (SG) – Areas and Make Up</li> <li>• Agree our Objectives.</li> <li>• Evidence Gathering - Sources of information.</li> <li>• Grants/Funding and Administration.</li> <li>• Aim(s) of Next Meeting (8 May 17).</li> <li>• Date/Location of Next Mtg and Monthly Mtgs.</li> </ul>	<b>Rob Knill advised</b>
<b>3</b>	<b>Record of Decisions Initial LNDP SG dated 6 Mar 17:</b> <ul style="list-style-type: none"> <li>• All agreed their receipt, accuracy and direction of travel.</li> <li>• All agreed to email address visibility amongst LNDP membership <b>only</b>, either as a whole or within SGs.</li> <li>• Area Designation accepted by CC as Parish Boundary.</li> </ul>	<b>Rob Knill advised</b>
<b>4</b>	<b>Our Vision:</b> Trimmed the 10 provisional Vision Statements to two main possibilities, as follows:	

	<p>a. An outward looking, thriving, environmentally friendly and sustainable community that embraces both its heritage, countryside, identity and future need. A parish where all feel a part, be they residents, businesses, visitors or users of our facilities, roads and public rights of way.</p> <p>b. An inviting and inclusive parish that respects heritage, natural environment and community. We aspire to move forwards, embracing sustainable change to support residents, businesses and visitors.</p> <p><b>Action:</b> Respective Policy SGs to propose (<b>ahead of or by next mtg</b>) our definitive <b>Vision Statement</b> from the above, with the possible inclusion of the following additional key words: <b>Unique Character, Infrastructure, and Respect.</b></p>	<p><b>Respective SGs</b></p>
<p><b>5</b></p>	<p><b>Policy Steering Groups (SG) – Areas and Make Up:</b> It was decided to identify those volunteers for each Policy SG before we came up with our 8 to 10 Objectives, as follows:</p> <ul style="list-style-type: none"> <li>• <b>Natural Environment (Biodiversity – Flora &amp; Fauna).</b> Maureen Stevens, Catriona Neil, Peter Chesworth, Angie Beckham</li> <li>• <b>Historic Environment (Heritage).</b> Jenny Gale, Maureen Stevens, Rob Knill</li> <li>• <b>Landscape, Green &amp; Open Spaces.</b> Catriona Neil, John Schofield, Brenda Bailey, Paul Shevlin, Rob Knill</li> <li>• <b>Quality of Design incorporating Sustainability.</b> Paul Bearham, Tony Roode, David Firth, Jim Holford, John Carley</li> <li>• <b>Housing, Development &amp; Jobs.</b> Paul Bearham, Tony Roode, David Firth, Jim Holford, John Carley</li> <li>• <b>Getting Around, Traffic and Village Gateway.</b> Julie Bennett, Shirley Carley, Brenda Bailey, John Schofield, Peter Chesworth, Jill Hocking</li> <li>• <b>Community Health, Safety &amp; Well-being (Facilities &amp; Services)</b> Jill Hocking, Julie Bennett, Angie Beckham, Paul Shevlin</li> </ul> <p><b>Action(s):</b></p> <p>a. <b>Each Policy SG</b> will need to <b>meet</b> at least <b>once prior to the next overarching SG mtg on 8 May.</b></p> <p>b. <b>Those unable to make this forum</b> but volunteered to be part of the LNDP process are asked to add their names to any of the above SGs as they see fit.</p>	<p><b>All Named in Attendees/Apologies boxes above</b></p>

	<p>c. If anyone knows of <b>any other member of community</b> who would like to contribute to any SG, they should be actively encouraged to join – we need to engage as widely as possible and all help welcomed.</p> <p>d. Ideally, we would need a <b>spokesperson</b> from each SG for future LNDP mtgs as a best means to focus on issues.</p> <p>e. In the interests of continuity and consistency, <b>Martin Stephens</b> and <b>Rob Knill</b> agreed to attend respective SG forums if/as required.</p>	
<p><b>6</b></p>	<p><b>Agree our Objectives:</b></p> <p><b>Action.</b> Policy SGs to offer up to 10 Objectives, either in bullet point form or in 2 to 3 good paragraphs that we could use in the initial draft LNDP. The following objectives were provided ahead of the initial Policy SG mtg with a view to helping achieve this action.</p> <ul style="list-style-type: none"> <li>• Keep the rights of way open.</li> <li>• Tidy the land across the river from the car park in Chacewater.</li> <li>• Investigate local generation.</li> <li>• Maintain focus on the Environment our Recreation space and Countryside.</li> <li>• Retain/enhance our Public and Commercial services.</li> <li>• Make Chacewater an attractive place in which to live, work and visit.</li> <li>• Balance our Heritage with future Demand.</li> <li>• Retain our Boundary, manage Development and fight for what is right.</li> <li>• Improve our Road Safety and Traffic Management infrastructure.</li> <li>• Reduce levels of Vandalism, Flytipping and Litter to a bare minimum.</li> <li>• A Community of which all can be proud.</li> <li>• To encourage village feedback/involvement on future developments, the planning process and ideally to proactively identify sites which might be suitable for such development, should the local need arise for it.</li> <li>• To preserve our identity, heritage and countryside through residents' involvement in a neighbourhood plan, which sets parameters for development from the nearby towns and would be developers.</li> <li>• To support village groups, events and initiatives which bring people together and nurture a sense of community</li> <li>• To investigate, identify and explore facilities and initiatives which involve and benefit the community of Chacewater and its residents. This might include transport, business, amenities or working as a cooperative for goods or environmental benefits. (possibly in terms of the railway, mains gas, better line rental deals/more competitors, electric/bulk buying</li> </ul>	<p style="text-align: center;"><b>All Policy SGs Consider/Propose</b></p>

	<p>heating sources)</p> <ul style="list-style-type: none"> <li>• To work together as a community and with other organisations as necessary to maintain a local environment where residents can feel safe and secure</li> <li>• To promote village community involvement in the decision-making process regarding village matters which affect us, as far as possible (i.e. the decisions such as the Post Office finishing and the recent vacant lease of the Britannia Public House (which it appears will now cease to be a pub the community activities can benefit from due to the decisions made last year)</li> <li>• To encourage initiatives which provide opportunities for personal development and involvement of various ages and groups of people in the community</li> <li>• To cultivate a village attitude of responsible behaviour and residents having a focus on society as a whole (i.e. working together to resolve issues which affect us)</li> <li>• To protect the things we currently benefit from and value in our village</li> </ul>	
<p><b>7</b></p>	<p><b>Evidence Gathering - Sources of information:</b> Much of what follows is a repeat of the initial SG mtg so that we all get a good feel for what we are ultimately aiming to achieve:</p> <ul style="list-style-type: none"> <li>• Strong links must be made between our LNDP and the Cornwall Local Plan, which is divided into 2 separate documents, (i.e. Strategic Policies 2010-2030 and Community Network Area Sections). Martin Stephens and Rob Knill hold 8 hard copies between them for use by Policy SGs and it can be viewed via following link: <a href="https://www.cornwall.gov.uk/localplancornwall">https://www.cornwall.gov.uk/localplancornwall</a></li> <li>• The following Cornwall Council link: <a href="http://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/preparing-a-neighbourhood-plan/neighbourhood-planning-guide-notes-and-templates/#-tab-411873">http://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/preparing-a-neighbourhood-plan/neighbourhood-planning-guide-notes-and-templates/#-tab-411873</a> is appropriate at this stage, as it relates to: Area Designation; Neighbourhood Planning Policy; Smaller Communities; Consultation Statement and Basic Conditions Statement templates.</li> <li>• A link to a Locality guide to Site Assessments: <a href="http://mycommunity.org.uk/resources/site-assessment-for-neighbourhood-plans/">http://mycommunity.org.uk/resources/site-assessment-for-neighbourhood-plans/</a></li> <li>• Rob Knill holds a copy of the <b>Local Insight Profile</b> for the 'Chacewater' area and which gives good statistical data – he will bring to any forum.</li> <li>• Workshop Powerpoint guidance on '<i>Finalising and Submitting the Plan</i>' and '<i>Collecting/Compiling your</i></li> </ul>	<p><b>For Reference/Use by Policy SGs as required</b></p> <p><b>Rob Knill</b></p>

	<p><i>Evidence Base</i>' are attached once again for reference.</p> <ul style="list-style-type: none"> <li>As drafts of other Parish LNDP drafts might prove useful, Martin Stephens and Rob Knill agreed to try to obtain some up to date copies.</li> <li>Neighbourhood Plan Questionnaire Survey Results also attached for reference</li> </ul>	<p><b>Martin Stephens &amp; Rob Knill</b></p>
8	<p><b>Grants/Funding and Administration.</b></p> <ul style="list-style-type: none"> <li>This link gives guidance on funding and support: <a href="http://www.cornwall.gov.uk/media/19695020/np-funding-and-support-draft-guidance.pdf">http://www.cornwall.gov.uk/media/19695020/np-funding-and-support-draft-guidance.pdf</a></li> <li>A simpler version of Neighbourhood Planning Guidance on Costs is also attached.</li> </ul> <p><b>Action(s).</b></p> <ul style="list-style-type: none"> <li>Respective Policy SGs to attempt to draw up a list of requirements that might need grant/fund support, which Martin Stephens will draw up and submit. We have a maximum of £9K to use and we should aim so to do.</li> <li>Ideally, we need a central secretarial point of contact to collate all SG injects, so <b>all</b> requested to see if suitable candidate can be found in readiness for 8 May 17 mtg.</li> </ul>	<p><b>All Policy SGs for Action/Reference as required.</b></p> <p><b>Policy SGs to feed Martin Stephens prior to or at 8 May 17 mtg</b></p> <p><b>All to consider &amp;/or propose name(s)</b></p>
9	<p><b>Aim(s) of Next Meeting (8 May 17):</b></p> <ul style="list-style-type: none"> <li>Agree definitive Vision Statement.</li> <li>Confirm all Policy Objective SGs.</li> <li>Agree our 8 to 10 Objectives - possibly in one lengthy paragraph or two as it would be seen in the LNDP itself.</li> <li>Discuss further the Sources of information, Evidence Gathering need etc.</li> <li>Identify provisional and/or potential Costings, Grants etc.</li> </ul>	<p><b>All SGs</b></p>
10	<ul style="list-style-type: none"> <li><b>Date/Location of Next Mtg:</b> 7.00pm, Mon 8 May 17 Village Hall.</li> <li><b>Monthly Mtgs:</b> As we will probably need monthly LNDP Policy SG mtgs to draw issues together/deal with actions arising, dates would be identified on 8 May 17.</li> </ul>	<p><b>All to Note</b></p>

**Rob Knill**

R L KNILL

On Behalf of Chacewater Parish Council

01872 561364

07816 773218

[Gillian\\_knill@hotmail.com](mailto:Gillian_knill@hotmail.com)

**Distribution.** All Named

**Attachments:**

1. Workshop Powerpoints - 'Finalising/Submitting the Plan' & 'Collecting/Compiling Evidence Base'.
2. Neighbourhood Plan Questionnaire Survey Results.
3. Neighbourhood Planning Guidance on Costs