

CHACEWATER LOCAL NEIGHBOURHOOD DEVELOPMENT PLAN (LNDP)

4TH POLICY STEERING GROUP (SG) MEETING – BOWLING CLUB MON 5 JUN 17

RECORD OF DECISIONS (ROD)

List of Attendees	
Brenda Bailey MBE Paul Bearham Angie Beckham Julie Bennett John Carley Shirley Carley Terrie Chesworth Jenny Gale Jill Hocking	Jim Holford Rob Knill (<i>Notetaker</i>) David Ramsell Tony Roode John Schofield Paul Shevlin Maureen Stevens Martin Stephens (<i>Chair for the evening</i>)
Apologies: Sian Bennetts, Peter and, Alan Crocker, Paul Dyer, David Firth, Sam Grady, Bill Green, Maggie Lister, Terry Lister, Louise Moore-Green, Catriona Neil, Richard Simmonds, Kathryn Ramsell	
Also in Attendance: Cheryl Marriott & Alan Clark - Chair & Project Manager for St Agnes LNDP	

ITEM	ISSUE	ACTION
1	Introduction & Agenda. All were provided with copies of the agenda, covering: <ul style="list-style-type: none"> • Record of Decisions from last Policy SG mtg 8 May 17. • The St Agnes LNDP “Experience”. • Structure & Management of Chacewater’s LNDP. • Progress by Policy Objective SG. • Grants/Funding Ideas &/or Injects. • Other Thoughts/Ideas Way(s) Forward. • Future Meetings. 	Martin Stephens & Rob Knill
2	The St Agnes LNDP “Experience”. Cheryl Marriott & Alan Clark (Chair & Project Manager for St Agnes LNDP team) gave a really useful insight into the issues, management & future challenges they have faced after the 2 years they have been engaged with the process of pulling together their LNDP, as follows: <ul style="list-style-type: none"> • Whilst they have <i>now</i> have the full backing of St Agnes PC, the LNDP (12 interested/involved parties) is effectively a standalone team. Note, they were impressed by the number of people Chacewater has involved to this point. • Given that the St Agnes LNDP has to satisfy 5 different boundary areas all agreed that it is clearly a more complex plan to pull together than we anticipate Chacewater’s to be. • The importance of having an established “Leadership” team was emphasised, i.e. Chairperson, Project Manager, Finance point of contact etc. See Item 3 below. • St Agnes had divided their Policy Objectives down into 3 broad based SG’s. Note. Chacewater LNDP currently has 6. • They also felt that it was important to look at the skills we have within each group & how best to load spread associated work. 	All for Info

	<ul style="list-style-type: none"> • They adopted a scheduled process of Questionnaire's (33% response to the last one – double the national average!) followed by Consultation Roadshows as a means of gathering evidence from the community, which not only informs the LNDP but also identifies the future needs of the Parish, which are being captured under a "Future Projects" type banner. Note. Questionnaire's should avoid "open ended" questions. • They have used a variety of means to communicate the LNDP message to the public, through: banners, fliers & organisation visits/briefs, etc. Website seemed a useful vehicle to plant evidence, information & progress updates. • Boundary issues have been a problem on occasion, which we need to bear in mind – we need to engage all areas. • We were advised that there was no absolute template version of a LNDP, but they like us had used Feock's as a starting point. Note. The Thame LNDP might be worthy of viewing. • The most important "costed" initiatives they consider that we should budget for were: <ul style="list-style-type: none"> ○ The Local Landscape Character Assessment (LLCA) - in whatever form it takes - because this involved people & informed most Policy Objective SG's. ○ A Housing Needs Analysis (HNA) for the area. ○ Public Consultation Fliers, Banners & handouts. ○ Publishing results of LLCA, HNA, etc. ○ The full panoply of maps in e-format likely to feature in our LNDP, i.e. Countryside, Historic, Landscape & outer layers. ○ Printing the various drafts. • Cheryl & Alan offered to send us copies of anything that might inform future works. • Finally, do not get hung up about time or any particular issue! 	
<p>3</p>	<p>Structure & Management of Chacewater's LNDP.</p> <ul style="list-style-type: none"> • As Martin Stephens had recently assumed the role of Chair to the Parish Council, he felt the Chairperson's role for the LNDP should be taken by another willing volunteer. Whilst he is still keen be part of the process (principally via SG 4-5), all were asked to consider whether they might wish to stand. • Using the St Agnes template, we should also be considering other - more overarching - roles of management, notably: <ul style="list-style-type: none"> ○ Finance Coordinator. Note. Paul Bearham suggested that as he was already the PC Responsible Finance Officer (RFO), it might be simpler to just absorb this functionality within that role. ○ Project Manager (who could act as Vice Chair during periods of Chairperson's absence). ○ Leads for each Policy Objective SG. 	<p>All to consider roles ahead/at next Objective Policy SG 3 Jul 17</p>
<p>4</p>	<p>Progress by Policy Objective SG.</p> <ul style="list-style-type: none"> • Rob Knill had emailed a copy of the combined works of each SG to date, which all were encouraged to scan read. • He then (using the findings from SG's 1 to 3 for illustrative purposes) suggested that the next steps would be to get all 	<p>All SG's: Formatted works to Rob Knill</p>

	<p>Groups to use the same format so that we are working the same baseline.</p> <ul style="list-style-type: none"> • He further advised that he had read the Cornwall Local Plan & implanted the associated references into each SG section. • Rob had yet to achieve the same definitive referencing wrt to the National Planning Policy Framework (NPPF) or Carrick District Wide Local Plan 1998 (Saved Policies), which have been used elsewhere in our LNDP region as two most useful sources of information, but had nevertheless provided referenced detail (<i>in italics</i>) to aid future works. • Debate ensued as to whether we should start working in larger groups (i.e. Groups 1 to 3, 4 & 5 and finally 6 & 7), similar to that of St Agnes; albeit still keeping respective SG Objective Policies separate, as this would offer greater opportunity for information sharing & reduce the chance for duplication. 	<p>for collation by 26 Jun 17</p> <p>All SG's:</p> <ul style="list-style-type: none"> • Feed mtg dates to Rob Knill. • Rob Knill attend as many SG mtgs as possible to aid continuity. • SG 6 & 7 mtg 22 Jun @ 7.00pm. • Sustainability kept at forefront for comment. • Consider Key Questions for next Community Questionnaire & Consultation Day(s).
5	<p>Grants/Funding Ideas &/or Injects. As above at Item 2, the most important budgetary grant applications/initiatives are likely to include:</p> <ul style="list-style-type: none"> • The Local Landscape Character Assessment (LLCA) – training & delivery in as comprehensive way we can get it. • As comprehensive Housing Needs Analysis (HNA) for our area as we can obtain. • Anticipate at least 4 sets of Public Consultation Fliers, Banners & handouts ahead of final Draft LNDP production & Referendum. • Publishing results of LLCA, HNA, etc. • The full panoply of e-formatted maps that we are likely to use as working document & in our final LNDP pamphlet, which we think will be in A5, i.e. Countryside, Historic, Landscape & outer layers. • Printing the various drafts. 	<p>Martin Stephens to contact CC LNDP team to see how best to submit budget & whether £9K grant sealant is VAT inclusive.</p>
6	<p>Other Thoughts/Ideas Way(s) Forward.</p> <ul style="list-style-type: none"> • All agreed that we might make more use of the PC website for LNDP work. • Brenda Bailey suggested it would be good to run a Twelveheads specific Consultation Roadshow at a point in future. • Julie Bennett offered her skills in designing future Questionnaire's, etc. • Need to arrange next progress mtg with CC LNDP Team. 	<p>Rob Knill to provide PC Clerk with associated works for new section on PC website.</p> <p>Martin Stephens to arrange mtg with CC LNDP Team</p>

7	Future Meetings: Following the schedule agreed at last mtg, the next Policy SG monthly mtg will take place in the Parish Rooms on Mon 3 Jul 17 at 7.00PM. Follow on mtgs thereafter will be: <ul style="list-style-type: none">• Mon 7 Aug 17 (<i>TBC as Summer holidays</i>)• Mon 4 Sep 17• Mon 2 Oct 17• Mon 6 Nov 17• Mon 4 Dec 17	Rob Knill to advise Stepping Stones
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Rob Knill

R L KNILL

On Behalf of Chacewater Parish Council

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