

ST AUSTELL BAY NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a MEETING of the STRATEGIC GROUP held on Monday 10th December 2018

Present: Sue Leach (SJL), Sue Osbrink (SO), Gareth Bray (GB), Ken Jones (KJ) and Chris Wright (CW).

In Attendance: SJL welcomed Kath Statham, Landscape Architect, Cornwall Council to the meeting.

1 APOLOGIES

Apologies were received from Steve Morris (SM), Trudy Reynolds (TR), and Steve Lowden (SL).

2 DECLARATIONS OF INTEREST

None.

3 PUBLIC PARTICIPATION

One member of the public was in attendance.

4 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on Monday 12th November 2018 were adopted as a true record.

5 MATTERS ARISING NOT ON THIS AGENDA

SJL reported that she had received an email from Rachael Tatlow, Highways and Environment Manager for Cornwall Council with suggestions for the traffic survey, which will take place in two parts and the estimated cost for part one will be no more than £4,000. Firstly, data will be gathered from key locations on two separate occasions in May/June and in August. Cornwall Council is committed to inputting £2K – the rest could come from the Locality Grant.

6 LOCAL LANDSCAPE CHARACTER ASSESSMENT – Presentation by Kath Statham

Kath Statham has been commissioned to produce a Local Landscape Character Assessment (LLCA) which will form part of our Neighbourhood Plan. The LLCA can be used as an evidence base to support some of the policies within the plan. She gave a Powerpoint presentation on the process so that SG Members would be more able to understand the draft document when it was produced. She will divide our parish up into different landscape character types (settlements will be excluded) and the suggestions are:

- Headland
- Coastal hinterland
- Coastal ridge
- Undulating land
- Valley
- Open Valley
- Cliffs
- Beaches

Kath will require us to provide additional photographs illustrating all of the above character types. She will aim to start in March 2019. She will be given the aerial photograph of Charlestown that we have purchased from the WHS. Kath will only be able to access areas that are public, otherwise aerial photos will be used and we may have to purchase additional ones.

SJL explained that there were historical problems with the recording of TPO's – Cornwall Council had lost some records but were working to bring the stats back up to date.

Kath will make a list of everything she requires us to provide. This will include a Landscape Value Assessment (LVA) and she will provide help for this. The LVA will gather and record what local residents value the most about their parish. There are different methods of acquiring this information – all of them involve a consultation event. The more people who contribute the more robust the LVA will be. There are Guidance Notes (written by Kath) on the Council website and we can also look at the Roseland document online.

SJL thanked Kath for her presentation and she left the meeting.

7 QUESTIONNAIRE ANALYSIS/EDITORIAL SUB GROUP UPDATE

Members were handed out the latest draft of the Survey Analysis, Version 12. There are still gaps to fill and photos to insert. The formatting will also need to be standardised. Imogen had sent her comments and a map of brownfield sites, although this is not up to date.

Sarah Furley informed SJL that there were 31.8% 'No usual residents' properties in the parish. This may not indicate holiday let or second homes so more information is needed eg some properties may be empty.

Action Point: SO to send Version 12 to Julie Larter for her to forward to Parish Councillors to make comments on the content, emphasising that it is still in draft form with gaps to fill and formatting to sort out.

It was decided to commission photos as and when necessary when the Policies have been decided. CW reported that the drone photography would cost £350 per half day.

8 BUSINESS CONSULTATION

The Business Questionnaire is close to final. It will need to be tested before it goes live. It will be available in paper format and online using Smart Survey. CW has already set it up and SO has done the paper version. One large business, one medium-sized and one small business will be asked to test it. It was decided to approach St Austell Brewery, Nicholson's and Frances Chatterjee (the Craft Kiln).

It was decided to use the services of Cornwall Council to post it out. TR will be asked to obtain quotes for printing. SJL will estimate how many copies will be required.

9 PROJECT PLAN UPDATE

No amendments.

10 FINANCE

£40 + VAT spent on the aerial photograph from the WHS presentation (as recorded in the November Minutes).

11 ANY OTHER BUSINESS

SJL reported that following GDPR training, it was advisable to write out to our volunteers in the new year asking for confirmation that they wish their details to remain on the list together with a Privacy Policy. It will be checked if SL and SM are aware of GDPR requirements.r5

12 DATES OF NEXT MEETINGS

Monday 14th January 2019 – 4.00 to 5.30 pm.

Monday 11th February 2019 – provisional.

Monday 11th March 2019 – provisional.