

## **ST AUSTELL BAY NEIGHBOURHOOD DEVELOPMENT PLAN**

### **MINUTES of a MEETING of the STRATEGIC GROUP held on Monday 14<sup>th</sup> January 2019**

**Present:** Sue Leach (SJL), Trudy Reynolds (TR), Sue Osbrink (SO), Ken Jones (KJ), Steve Lowden (SL) Steve Morris (SM) and Chris Wright (CW).

#### **1 APOLOGIES**

An apology was received from Gareth Bray.

#### **2 DECLARATIONS OF INTEREST**

None.

#### **3 PUBLIC PARTICIPATION**

No members of the public were present.

#### **4 MINUTES OF THE LAST MEETING**

The Minutes of the meeting held on Monday 10<sup>th</sup> December 2018 were adopted as a true record.

#### **5 MATTERS ARISING NOT ON THIS AGENDA**

##### **Item 11 – GDPR:**

SL and SM confirmed that they are fully aware of GDPR requirements.

It was agreed that the volunteers needed to be contacted to check that they are still happy for their data to be held.

**Action Point 1:** SO to email the volunteers.

**Action Point 2:** SJL will ask Julie Larter if the SG is covered under the Parish Council's Privacy Policy.

#### **6 LLCA/EVIDENCE BASE ANALYSIS/LANDSCAPE VALUE ASSESSMENT (LVA)**

##### **Local Landscape Character Assessment (LCA)**

Kath Statham gave an excellent presentation at the last meeting and those present found it very useful. Kath has confirmed she will now start in February which is earlier than previously expected and it will be about 10 day's work (not consecutive). Her work will not include types/characteristics of buildings – this needs to be organised by the SG possibly with the help of volunteers.

She will need assistance from the SG Group to check some things locally and provide lots of photos. It will not be necessary to train volunteers as we are going for the lighter version. She is going to check what mapping we can secure on the internet, eg for TPO's. She will also contact the World Heritage Organisation to ask if they can provide any relevant material.

SJL confirmed that she has sent Kath a list of heritage material that is housed in a cupboard in the small meeting room of the Pattern Hall. When Kath decides what she needs from the list she will be given access to the cupboard.

TR and SM have some material on Duporth which will be very useful.

### **Landscape Value Assessment (LVA)**

During the presentation at the last meeting Kath had advised that we needed to provide a Landscape Value Assessment (LVA). Some sort of consultation event needs to be arranged and it was noted that there are guidance notes (written by Kath) on the Cornwall Council website. As many residents as possible need to be consulted on what parts of the parish landscape they value the most. The Roseland Plan provides a good example of this and members were advised to refer to it. The most likely method is asking people to place pins on maps indicating what they most value; Kath would be able to supply the maps.

The beginning of April was suggested as a suitable time to hold the events which should include a Saturday morning. The display could also be available in the hall on Tuesday and Thursday mornings. The LVA will be on the SG Agenda for February and will form a major part of the meeting. Expenses will be covered by the Lottery Grant.

### **Policies**

TR expressed her concern that there was not a specific section in the Residents' Questionnaire about second homes and therefore the NDP may not include a Principle Residents Policy. However there were quite a few comments in the free text fields. Any such Policy would only be relevant to new developments but the Clay Dry and Old Coal Yard developments could be affected.

The Parish Council has approved a Housing Needs Survey and it was AGREED that we request Cornwall Council to add an additional section on second homes.

**Action Point 3:** Request Cornwall Council to include the additional question on second homes.

**Action Point 4:** SJL to circulate Deborah Boden's responses to the Questionnaire – it explains where the Plan could be supported by WHS policies.

With regard to formulating the Policies to be included in the Plan, Imogen has suggested we consult the St Agnes Plan as our Policies were likely to be similar.

It was agreed that Objectives and Policies be included as a major item in next month's agenda.

### **Residents' Survey Summary**

SL advised that the Questionnaire Summary was close to completion and needed just a few hours more work. It was AGREED meanwhile to post an abridged version on the NDP website to inform residents of the data collected. It will be made clear that it is a draft version – the presentation will be standardised and improved but the data will not change.

**Action Point 5:** SJL to prepare an abridged version and send to SO to post on the website.

Regarding local data required for the Plan, SJL reported that Fowey had used OSCI to provide their local insight data. Unfortunately OSCI reports are only produced for towns and Network Community Areas. Another possible contact to provide the information is Cornwall Rural Community Charity. Alternatively we could use data based on the 2011 Census. Imogen has also offered to consult her colleagues to enquire if any more up to date information is available.

### **7 LOTTERY GRANT UPDATE AND SHOP**

The lottery grant has been received. There is a shop on their website where we could obtain branded publicity items for free such as banners and balloons. However it was decided to defer this as the Big Lottery Fund is being re-launched on 30<sup>th</sup> January 2019 as the the National Lottery Community Fund with a new logo and branded items.

## **8 BUSINESS CONSULTATION**

This is close to completion and has been trialled. Trudy advised that Cornwall Council will charge £153 for 100 copies. It was suggested that the return address will be to Julie (Parish Clerk) at the Pattern Hall. An online version will be available and additional paper copies will be available upon request. Notices will be posted on the Parish noticeboards and on the website.

## **9 PROJECT PLAN - UPDATE**

The Plan was updated. After a discussion whether or not to publish it on the website it was AGREED that its main purpose was as a planning tool for the SG Group; however it was also AGREED to publish a simplified version with interesting milestones and dates.

**Action Point 6:** CW offered to produce a simplified version of the Project Plan suitable for publication on the website.

## **10 FINANCE**

SJL reported that the Housing Needs Survey will cost £1,000.

## **11 ANY OTHER BUSINESS**

None

## **12 DATES OF NEXT MEETINGS**

Monday 11<sup>th</sup> February 2019

Monday 11<sup>th</sup> March 2019 – provisional

Monday 8<sup>th</sup> April 2019 - provisional