

Present:

Alison Kidd; Geoff Williamson; Jane Howells; Martin Searle; Denis Reed; Peter Tunstall-Behrens; Mike Ryan; Colette Beckham (consultant)

1. Procedure for plan amendments and evidence gathering
 - The steering group agreed to Colette's request that any amendments should first be agreed collectively by the steering group before being sent to her to avoid continual ad hoc changes being made to the plan since this prevents us from moving forward
 - The steering group agreed to Colette's request to assemble all of the evidence base in one file and to produce a short evidence paragraph for each policy
2. Evidence needs for the draft policies
 1. Natural Environment:

Trees and Woodlands/Biodiversity and Green Infrastructure are covered by exiting maps some of which we may need to purchase. Local green space designation will need boundaries to be drawn on a map for each and contain strong justification in terms of the social, environmental and physical benefits. Any other areas considered suitable for designation could be covered by a question in the policy objectives survey
 2. Landscape:

This is covered by the Landscape Character Assessment and the AONB management plan
 3. Heritage:

We need to compile a list of important non-designated assets as well as include a relevant question in the policy survey. Nick Cahill of the historical heritage team at Cornwall Council can help with this through the Sites and Monuments Record so we need to contact the Cornwall Council Historic Environment Service for this data. The two conservation areas need only maps but as there are no existing plans we could also include a description of their special characteristics. The world heritage site needs an Outstanding Universal Value paragraph drawn from the WHS Management Plan plus a map that has been provided by the council. The Cornish Minority policy needs census data to back it up. We could also include a question in the policy objectives survey asking if people identify as Cornish
 4. Climate Change:

We should include energy efficiency in the policy objectives survey and the parish council climate change policy to check if low carbon/energy efficient homes are desired by the community. For flooding we need evidence of risks including flood events and for coastal erosion we need to refer to the Shoreline Management Plan which Colette offered to do as it is difficult to locate online
 5. Housing:

For our agreed settlement boundaries we needed to consult later at the six-week pre-submission stage and consider contacting directly any individual households specifically affected. John Brinkhoff of Cornwall Council can provide mapping (john.brinkhoff@cornwall.gov.uk). For affordable housing we require local housing needs data including the Home Choice Register. On the Principal Residency Policy we needed to consult as there have been previous cases of objections to this. Evidence for it could be obtained from the last census and possibly the list of businesses claiming small business relief from letting properties. We need to ask the Cornwall Council NDP team for help in getting the home choice register and any other housing needs assessment data for the parish. Cornwall Council might also have

further second homes data, for example, linked to council tax revenues. We need to have sufficient weight of data to support the policy or at least data on trends

6. Health and Well-Being:

For sustainable transport we could include maps of footpaths and bridleways as well as the section of National Cycle Route 3 which passes through the parish. For leisure and recreation we need a complete list of facilities in the parish as well as a question on the facilities residents would like to see inserted in the policy objectives survey under the community facilities objective

7. Design:

We need to add photographs and provide strong justification for our proposals. It would be useful to include data on specific housing needs to get an indication of the appropriate housing mix for the parish. Sources could include the Home Choice register and the Census. We could add a question on this to the policy objectives survey

8. Community Services and Facilities:

We need a complete list of services past and present, detailing those services available today and those lost in recent times

9. Economy:

We need to provide relevant employment statistics probably from the Census (Geoff has already done work in compiling these)

3. The Policy Objectives Survey

Peter will write additional questions for the survey which Colette will enter in the plan and return

4. Actions and Timetable

All evidence should be in a digital format, in one place, accessible and ready to go on the website as supporting documentation.

We will need to amend the policy objectives survey, print and distribute it to households with a clear deadline for return. The results will need to be collated and sent to Colette who can then produce a short report.

We need to follow the guide of what is required and assemble collectively agreed evidence statements to support each policy before sending to Colette who will enter them in the plan and if necessary change any policies based on the evidence. She will then return the draft to us for final proof reading and then subsequently complete the final draft plan that the steering group can submit to Cornwall Council. They will appraise it to see if it requires a Strategic Environmental Assessment and/or a Habitat Regulations Assessment. The steering group will need to work with Cornwall Council to put in place the process for the six week pre-examination consultation and make the arrangements for the plan's inspection.

Colette then has five days in hand to produce all of the supporting documentation necessary for submission.

5. Next meeting

Wednesday 26 February 18:30 in the Old School Room