

# **LUDGVAN PARISH COUNCIL**

This is to notify you that a Meeting of Ludgvan Parish Council Neighbourhood Development Plan Committee will be held on Tuesday 14th November, 2017 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at **7pm**.

*S. P. Hudson*

S P Hudson  
Parish Clerk  
09/11/2017

## **AGENDA:**

	<b>Page No.</b>
<b>Public Participation Period (if required)</b>	
1. <b><u>Apologies for absence</u></b>	
2. <b><u>Minutes of the meeting held on 25th October 2017</u></b>	2-3
3. <b><u>Declarations of interest in Items on the Agenda</u></b>	
4. <b><u>Dispensations</u></b>	
5. <b><u>Consultation Strategy</u></b> To consider the draft consultation strategy and finalise for publication.	4-9
6. <b><u>Local Evidence Report</u></b> To consider the draft Local Evidence Report and Gap Analysis.	10-11

# LUDGVAN PARISH COUNCIL

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**Chairman:**

Councillor Richard Sargeant

**Clerk to the Council:**

Steve Hudson

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**MINUTES OF THE NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE  
MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 25TH OCTOBER 2017,  
IN THE LUDGVAN OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.**

**PRESENT:** Councillors; A Branchett; N Honess M Hollow; R Mann S Miucci; L Trudgeon.

Non Councillors; G Carter; S Elliott; J Scott; M Turff; L Miucci

**IN ATTENDANCE:** Steve Hudson (Clerk); Paul Weston (Consultant)

**Public Participation Period**

None.

**NDP 1 Apologies for absence**

Apologies were received from C Price-Jones

**NDP 2 Election of Chair**

Having been proposed and seconded Graham Carter was unanimously elected as Chair.

**NDP 3 Election of Vice Chair**

Having been proposed and seconded Councillor Mann was unanimously elected as Vice Chair.

**NDP 4 Declarations of interest in Items on the Agenda**

None.

**NDP 5 Dispensations**

None.

**NDP 6 Terms of Reference & Membership**

- (a) The Clerk referred to the agreed Terms of Reference and explained the voting arrangements and the numbers required for a quorum
- (b) Leon Miucci had submitted an application to be co-opted to the Committee and it was **RESOLVED that he be duly co-opted.**

**NDP 7 Review of Activity to Date**

The Clerk briefly recapped the activity to date and at this point Paul Weston explained that his role was to assist in getting the 'show back on the road', establish where we were going and how to get there and to set the tempo.

He had commenced this process by sieving out the essential elements of the work done to

date and converted into a more accessible document i.e. the Evidence Base.

The Chair asked for clarification regarding the potential A30 bypass and its relationship to the Neighbourhood Development Plan (NDP). The Clerk & Mr Weston confirmed that a project of that nature was outside of the scope of an NDP but that depending on the timing of the two projects supportive statements were permissible.

**NDP 8 Project Plan**

The current view was that the local evidence could be turned into a set of aims and objectives to be consulted upon, resulting in policy options being produced by March 2018.

Members were happy to sign up to the timetable and it was **RESOLVED to:**

- (a) **complete the Local Evidence Base report by the end of November;**
- (b) **hold a workshop meeting in early December to agree first draft aims & objectives;**
- (c) **carry out community consultation in late January/February 2018;**
- (d) **Meet later in February to look at the response and firm up the aims & objectives.**

**NDP 9 Consultation Strategy**

The draft strategy was discussed and it was **RESOLVED to use the next meeting to fill in the 'gaps' so it can be published.**

**NDP 10 Local Evidence Report**

Paul Weston agreed to produce a gap analysis to be circulated by the Clerk, individual Members of the Committee undertook to let him know what areas they would investigate so the process could be co-ordinated.

**NDP 11 Strategic Context**

Paul Weston explained that he had updated previous work done to reflect the policy context within which the NDP will now be judged for compliance.

**NDP 12 Dates of Next Meetings**

**14th November 2017 - 7pm at the Oasis Centre**

**12th December 2017 - 6:30 pm at the Oasis Centre - aims & objectives workshop.**

# Ludgvan Neighbourhood Plan Consultation Strategy

## Part 1 - Communications Strategy

### Introduction

A Neighbourhood Plan<sup>1</sup> (NP) is a community-led framework for guiding the future development, regeneration and conservation of an area. The foundation of a good neighbourhood plan is a robust programme of consultation and engagement. Effective community involvement is essential right from the beginning of the process. It will create a well-informed plan and a sense of ownership. Getting the recognition, views, assistance and support of a whole range of other interested bodies and parties is also essential if the plan is to have authority and credibility. A successful Communication Strategy is a prerequisite.

### Aims

The aims of the Communications Strategy are to achieve:

- Better communication, leading to better feedback and decision-making
- Improved two-way information flow
- Better information and communication channels to enable community participation
- Increased awareness and understanding of the Neighbourhood Plan, its purpose and relevance

### Principles

Our Communications Strategy is based on four key principles:

- *the right information,*
- *to the right people,*
- *in the right medium,*
- *at the right time*

These principles include several key factors:

- Communication must be meaningful and appropriate
- Information must be accessible
- Quality mediums and methods must be used whenever possible
- Communication channels must allow information to, through and across all levels
- Information must be relevant and in plain English
- Consideration needs to be given to the needs of people with disabilities and those whose first language is not English
- The process must be transparent

### Target Audiences

We want to reach everyone with a stake in the future of the area including people living, working or doing business here, those who deliver services to the local communities and people who have influence over the future of the area. We want to continue the dialogue with communities based on where they live and people in communities based on common interests. We want to communicate and listen to people who others have traditionally found hard to reach and hard to hear.

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<sup>1</sup> As introduced by the Localism Act 2011

## Messages

It is important that all our communications have as much impact as possible. To avoid dilution of the message or contradiction, the following will be the main messages that we will attempt to relay in our communications:

- The Neighbourhood Plan reflects community opinion
- The Neighbourhood Plan is a framework for the development of our area
- We want to hear your opinion
- We need the involvement and support of the community and partners

The messages we send out should be:

- Short and to the point
- Not conflicting
- In plain English
- Focussing on involvement

## Tools and Activities

We shall use a variety of methods based on what reaches people most effectively and has most credibility.

These include:

<b>Tools and activities that could be used</b>	<b>✓ all that apply</b>
Brochure / prospectus	
Consultation events	
Direct mail	
Council newspaper/magazine	
Email lists	
Events	
exhibition	
Leaflets & flyers	
Local radio	
minutes of meetings	
networking	
Newsletter	
Parish Council newsletters	
Posters	
Press releases	
Social media	
Stakeholders' and partners' outlets	
Website	
Add others	

The messages will be relayed using different methods for different groups. A communications matrix will be developed as an integral part of our communications strategy.

## Resources

We shall make best use of the resources we have and strive to increase resources commensurate with the task. Our current resources, those that we have access to and can be applied to the task, are:

List of Available Local Resources:
Group members
Local councillors
Parish Council office
Community notice boards
Community networks
Parish newsletters
Local newspaper
Website
Add others

## Timescales

Preparing a neighbourhood plan is a sequential process based upon an agreed project plan. The project plan identifies the following key communication points and the dates in which they should be carried out:

Key Communication Point:	Date(s)
Launching the NP	Add date
Seeking information	October 2017
Establishing a shared Vision	January 2018
Sharing the draft plan	May-June 2018
Seeking endorsement (Reg. 14)	Sep 2018

Further details of these communication points are set out in Part two of this Report, the Ludgvan Neighbourhood Plan Community Engagement Strategy.

## Evaluation and Amendment

After the first 6 months the NP Group will carry out a communications audit to assess the effectiveness of the strategy with both 'internal' and 'external' audiences. We shall consider in particular, who has not responded or reacted to our communications? We shall discuss the evidence/results carefully and use them to amend and improve the Strategy going forward.

# Ludgvan Neighbourhood Plan

## Part 2 – Community Engagement Strategy

### Background

The neighbourhood planning legislation places an obligation on the body responsible for preparing the Neighbourhood Plan (the Parish Council) to carry out an extensive and inclusive programme of community engagement and to prepare a 'Consultation Statement', as a supporting document to the Plan itself, to show how, when and where local people and businesses were 'engaged' in the neighbourhood planning process and what the outcome was.

Consulting with the community will be a continuous and on-going process. The Ludgvan NP Project Plan has earmarked five main consultation points during the plan-making period that are the responsibility of the Parish Council and its Steering Group to deliver:

- |   |                         |
|---|-------------------------|
| <b>C1</b> – <i>publicise intention, recruit helpers</i>               | – from <b>add date</b>  |
| <b>C2</b> – <i>'survey' of local issues and opinions</i>              | – February-April 2014   |
| <b>C3</b> – <i>consult on vision &amp; objectives</i>                 | – January-February 2018 |
| <b>C4</b> – <i>consult on first version of Plan</i>                   | – January-March 2015    |
| <b>C5</b> – <i>consult on Pre-submission Version of Plan (Reg.14)</i> | - September 2018        |

### Summary Proposal

#### **Consultation Stage C1 – Publicise Intention, Recruit Helpers**

##### Purpose

To let everybody who should know, what has been decided so far, what is being planned and how and why they should be involved

##### Method

It is proposed to use the **local media** to:

- launch the neighbourhood plan, now the area designation application has been made
- show the plan-making timetable and explain the process in simple form
- confirm that the planning process is to be community-owned and led
- explain the role of the Steering Group who is on it and why
- emphasise the need to consult at key stages in the process
- give details of how to find out information, make contact, keep in touch with progress
- make a call for volunteers to join task groups

This may be supplemented by an **'open meeting' of community and voluntary sector representatives** to present the prospect of a neighbourhood plan, what it can achieve, why it is important to the Parish and how local groups can help.

Timetable:     **Add actual dates**

## **Consultation Stage C2 – Survey of Local Needs & Demands**

### Purpose

The purpose of this major consultation is:

- To share the main findings and conclusions from the evidence base
- To test our conclusions on the bigger issues and main themes
- To explain and garner support for the Parish Council's forward planning policies
- To encourage and facilitate debate where it is need
- To carry out specific consultations with interest groups to fill in the gaps in our knowledge and understanding

### Method

- Survey of all residents
- Focus groups with businesses, community & voluntary sector rep's
- Interviews or correspondence with health providers and school
- Correspondence with local stakeholders
- Survey of Parish centre users

Timetable:     **Add actual dates**

## **Consultation Stage C3 –Consult on Vision & Objectives**

### Purpose

To share the draft vision and objectives and seek general endorsement from the community that the Neighbourhood Plan for Ludgvan is taking the right direction with the right set of objectives. In particular to:

- report back on response and conclusions from the C2 consultation programme
- share a draft vision, aims and objectives for the Ludgvan Neighbourhood Plan
- set out the themes and priorities for neighbourhood planning policies
- seek reaction/endorsement of the vision, aims and objectives
- invite suggestions for specific planning policies

### Method

Drop-in event with exhibition to be held in a community hall.

Timetable (provisional): January 2018

## **Consultation Stage C4 - Consult on 1<sup>st</sup> Draft Plan**

### Purpose

To share a first version of the Neighbourhood Plan for scrutiny by the local community and local stakeholders to ensure the policies reflects the community's agenda

- invite comment on the content of the draft Plan and specific planning policies
- invite suggestions for land and buildings to be the subject of specific policies
- identify unresolved issues and opportunities
- encourage community action in support of specific policy approaches

### Method

- A first Version of the Neighbourhood Plan will put on the website
- Its presence on the website will notified to the community and local stakeholders
- Letters will be sent to those who own land or buildings that are the subject of draft policies

Timetable (provisional): May-June 2018



## **Consultation Stage C5 – Formal Consultation on the Pre-submission Version of the Plan**

### Purpose

The Parish Council has a statutory duty (under Regulation 14) to ensure that consultation on the Neighbourhood Plan takes place for at least 6 weeks prior to its submission to the local planning authority and that everybody within the Parish has an opportunity to see and/or hear what it contains, and to comment on it.

### Method

We propose:

- The Pre-submission Version of the Plan is put on the website and widely advertised within the Parish
- A summary leaflet is distributed to every household and business
- Key local stakeholders and those affected by policies will be written to individually
- Hard copies of the draft Plan will be placed on deposit for public viewing at suitable locations across the area
- The Plan's purpose and its policies is featured in the local newsletter

### Timetable (provisional):

September – October 2018

## Ludgvan Neighbourhood Plan Local Evidence - Gap Analysis

✓ means, I think we probably have sufficient information

✓ means, we have some but would welcome more information or detail

<b>Natural Environment</b>		
What's special?	✓	
What needs protecting?	✓	
What needs enhancing?	✓	
How good is public access?		
Where are the drainage issues and flood risks?	✓	
What other development constraints are there?	✓	
Who are the main land-owners?		
What are the local farming issues?		
Is their potential to produce energy?		
Is there scope to reduce CO2 emissions?		
<b>Built Environment and Heritage</b>		
What physical characteristics make the area special?	✓	
What physical characteristics detract?		
Are there important historical features, archaeology or social elements?	✓	
What land is already earmarked for development?	✓	
What other land could be available for development?		
What are the current planning and development issues?	✓	
What are developers interested in doing?		
Who owns the main tracts of land and what are their intentions		
<b>People and Housing</b>		
What is the present demographic profile?	✓	
How mixed and balanced is the community?	✓	
Is the population increasing or decreasing?	✓	
What is the current tenure mix?	✓	
What are the local housing needs?	✓	
How affordable is the housing?	✓	
What are the housing demands?		
What are the distinctive features of the local housing market?		
<b>Business and Jobs</b>		
What do people do to earn a living?	✓	
To what extent is unemployment or under-employment a local issue?	✓	
Where are the jobs? And what are they?	✓	
What is the impact of commuting?		
What local skills are there?	✓	
What are the employment and training needs?		
What are the prospects for young people and those with special needs?		
Is there a need for more local employment?		
Is there adequate space for businesses to grow?	✓	
Is there a demand for people to work from home?		
Are there particular infrastructure needs to support home working?	✓	
Local tourism issues and opportunities?		
What are the tourism trends affecting the area?	✓	

<b>Transport and Travel</b>		
What are the main traffic problems?	✓	
What are the unmet transport needs?		
How adequate is the public transport network and services?	✓	
How can motor transport use be reduced?	✓	
What are the parking problems/issues?	✓	
What are the existing pedestrian and cycle routes and usage?		
Are pedestrian and cycle routes safe?	✓	
Are pedestrian and cycle routes adequate?		Jeff Scott
Are new routes needed?		Jeff Scott
How can cycling be further encouraged and made safer?	✓	
Where and how adequate is the footpath and bridleway network?	✓	
What improvements to the network and services are most needed?		
<b>Community Facilities and Services</b>		
How important are village retail and commercial outlets?		
What are the retail trends?	✓	
What can be done to improve the retail experience?	✓	
Are schools currently over or under capacity?	✓	
Do schools have the potential to grow?		
Is the area served adequately for further and higher education?	✓	
What are the unmet needs for education facilities and services?		
Are young families adequately catered for locally?	✓	
Do they have the support and facilities that they need?		
Is the right level of care/services available to enable older people to stay put?		
What are the main issues for the elderly living in this community?		
How far do people have to travel for different health/welfare services?	✓	
Who are the local health/welfare service providers?	✓	
How do people get to the health/welfare services? How easy it is?	✓	
Do existing health/welfare services have the capacity to cope with a larger population?		
What additional health/welfare services do people think should be provided locally?		
Are spaces provided that enable local social, culture and art events?	✓	
Are there aspects of community life that should be introduced, improved or retained?		
<b>Sports and Recreation</b>		
Do young people have the facilities that they need to meet and develop?		Graham Carter to try and get response via school
Do young people feel safe?		Graham Carter to try and get response via school
Are their particular young persons' issues and/or discontents?		Graham Carter to try and get response via school
Is there a demand for more facilities and services from young people?		Graham Carter to try and get response via school
What leisure facilities and opportunities are there?	✓	
Are leisure facilities and spaces well used?		
Are leisure facilities and spaces fit for purpose?		
What opportunities are there for sport? Where are they?	✓	
What are the gaps and un-met demands?		