



PENRYN TOWN COUNCIL

NEIGHBOURHOOD PLAN WORKING PARTY

Thursday 28 May, 7.00 p.m., Town Hall, Penryn

MINUTES

Town Councillors in attendance: D Garwood (Chairman)
R P Mitchell (Vice-Chairman)
Mrs B Hulme
J Langan
C S F Smith
M Snowdon
C K Wenmoth

Cornwall Councillor in attendance: None

Also in attendance: Michelle Davey [Town Clerk]

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs G A Grant (away) and Cornwall Councillor Mrs Mary May.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DISPENSATIONS

There were no requests for dispensations.

4. MINUTES

RESOLVED that the minutes of the meeting of the Neighbourhood Plan Working Party held on 7 May 2015 be approved and that they be signed by the Chairman.

Proposed by Councillor M Snowdon and seconded by Councillor J Langan

5. CORNWALL COUNCIL SUPPORT TO NEIGHBOURHOOD PLANNING

Cornwall Council's Community Link Officer, Mark James, attended the meeting to advise on the process for Neighbourhood Planning and the likely support that could be expected from Cornwall Council. He advised that the first stage should be a questionnaire to the residents of Penryn which should explain what a Neighbourhood Plan could achieve and ask the following questions as a minimum:

- What should Penryn look like?
- Would you like Penryn Town Council to work towards producing a Neighbourhood Plan?
- Would you support the Town Council paying for the production and making of a Neighbourhood Plan?

He added that production of a Neighbourhood Plan would typically take a minimum of two years and an inspector was unlikely to approve a plan which was completed in a shorter period as he would expect to see a wide and inclusive consultation process. He advised that the likely cost of a Neighbourhood Plan would be dependent on the amount of work carried out voluntarily with the greatest expense being the public consultations, leaflets and printing and where required, the cost of professional advice. The more detail that was to be included in a Neighbourhood Plan, the costlier it was likely to be. The draft plan would also require an independent check by someone with sound planning knowledge.

The Community Link Officer advised that the process should start with an initial consultation event which it was crucial to do well and Cornwall Council could help to facilitate this. Then a Steering Group should begin to consider themes within the Plan and set up any working groups as necessary before carrying out further targeted consultation on the detail for each theme. The next stage would be to bring all the themes together that can be translated into planning policy and again Cornwall Council could assist with that process. The policies would then be subject to further consultation and the results fed into the final draft Plan before a final consultation. The Neighbourhood Plan would then be submitted to Cornwall Council to check compliance with the Cornwall Local Plan before holding a referendum. If the Plan is successful at referendum, the final stage would be submission to a planning inspector for approval.

In response to a number of questions from Councillors, the Community Link Officer advised the following:

- Neighbourhood Plans carry some weight in planning decisions whilst in progress, but the amount of weight given to them would depend on how far through the process they were and how much public engagement had been carried out.
- The designation of the Neighbourhood Plan boundary was very important and could not encroach into neighbouring Parishes unless the neighbouring Parish Councils were prepared to carry out a similar consultation process with their residents.
- The Falmouth and Penryn Community Plan had cost in the region of £25k and focus groups had been set up to cover ten different subject areas.
- The planning inspector would check the viability of the Plan and the legality of its policies.
- The Neighbourhood Plan had to be in general accordance with the Cornwall Local Plan. If the Neighbourhood Plan sought a higher level of affordable housing to the 40% target in the Cornwall Local Plan it would struggle to get through inspection, however, it was possible to offer sites to housing associations where the landowner was in agreement.
- It was possible to zone areas of the town within the Plan if there were differing objectives, for example, the industrial estates, the shopping centre, and housing areas may all have different applicable policies.
- With the introduction of a Community Infrastructure Levy (CIL), some Section 106 Agreements would remain. The Town Council would receive 15% of the CIL in relation to planning applications in the Parish of Penryn, which would rise to 25% on adoption of a Neighbourhood Plan.
- There were significant amounts of funding to be gained by enabling renewable energy projects within the Plan.
- Support from Cornwall Council may include assistance with: consultations; the Constitution of the Steering Group; project planning; and policy writing.
- It was advisable to restrict the number of members of the Steering Group to around six to nine people.
- The Steering Group would be the decision-makers and budget-holders with each one taking responsibility for a particular theme.
- The Town Council would be advised to budget a minimum of £20k towards the cost of a Neighbourhood Plan.

6. ACTIONS FROM PREVIOUS MEETING

Research public engagement – Councillor R P Mitchell advised that he had researched ten different Neighbourhood Plan consultation documents and had found St Ives and St Minver to be the most effective. The guiding principle of the St Ives consultation was to present the plans in 'bite size chunks' and to seek people in the community with the relevant expertise. St Minver produced a very detailed questionnaire and their community consultation was the bedrock of the creative process. They also engaged with schools, local groups and people without access to the internet and had created a second questionnaire aimed specifically at young people.

Research cost using similar sized plans and time expenditure – Councillor Mrs Mary May had given apologies for the meeting, but the Town Clerk advised that her research had shown that the costs widely varied depending on the level of detail in the Neighbourhood Plan and the amount of volunteer expertise available.

Research impact on Town Council office work load – The Town Clerk apologised that due to staff sickness this action had not been completed. However, the Community Link Officer advised that Town Councils should not expect Council staff to write their Neighbourhood Plan and although they provided help with administration, Town Clerks were not usually expected to project manage or write a Neighbourhood Plan.

Discuss working with neighbouring parishes – Councillor D Garwood advised that he had spoken with a Budock Councillor who was very keen that the Parish Council should engage with the process and had approached Mabe Parish Council and was still awaiting a response. It was noted that it was also necessary to approach Mylor, Flushing and St Gluvias Parish Councils, as well as Falmouth Town Council.

7. NEXT STEPS

- Draft project plan timeline for an initial consultation with a target date of Penryn Town Fair Day [DG]
- Collate ideas for an initial consultation questionnaire for the next meeting [RPM]

8. DATE OF NEXT MEETING

It was agreed that the next meeting be held on Monday 22 June at 6.00 p.m. in the Town Hall.

There being no further business the meeting was closed at 9.00 p.m.