

MONDAY 30TH OCTOBER 2023 AT 7.00 PM
SENNEN COMMUNITY CENTRE

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WELCOME: NDP Chair Eve Ferguson opened the meeting at 7pm

AGENDA REF.	DESCRIPTION
NDP-10/1	PERSONS PRESENT/APOLOGIES To NOTE persons, present and RECEIVE apologies for absence. Those present: Eve Ferguson - Chair (EF), Cllr Kate Hann - Secretary (KH), Cllr Andy Ferguson (AF), Cllr Kath Shannon, Jenny George (JG), Marlene Gifford (MG), Ollie George (OG), Vou Boyd (VB) Apologies for absence were made by: Cllr Sue Rowe
NDP-10/2	APPROVAL OF MINUTES Minutes of NDP SG meeting on 14th August 2023 were approved with all in favour.
NDP-10/3	MATTERS ARISING FROM PREVIOUS MINUTES Nothing raised.
NDP-10/4	ELECTION OF NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) STEERING GROUP (SG) OFFICER EF confirmed that the NDP SG currently had a vacancy for the office of Vice Chair and asked if there was any interest from members of the SG. KH advised that Jenny George had expressed an interest and that she would like to formally propose Jenny for the post of Vice Chair of the NDP Steering Group. This was seconded by EF and was approved with all in favour. Many thanks to Jenny for stepping forward to take on this role.

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NDP-10/5	SOCIAL / ECONOMIC WORKING GROUP Housing Survey Update by Cllr Kath Shannon It had not been possible to arrange a convenient date for a housing meeting prior to the SG meeting and therefore KS proposed to discuss next steps as part of this meeting. KS confirmed that we are in receipt of the Affordable Housing Survey Report which has provided the Parish Council and the NDP with a large amount of current information to work with. The next priority is to determine a draft target housing figure and once this is established then any policies prepared need to align with that target figure. There is an equation to follow to get to this figure. Firstly, to consider the baseline housing target; this is zero for Sennen as there are no allocations within the Cornwall local plan documentation. Then a decision needs to be made as to whether Sennen has an additional housing need i.e. would the community benefit in planning for a greater number of homes based on local circumstances. To support any response greater than zero, or to justify saying 'No', several factors must be considered. These are: • The Home Choice Register output • Housing Needs Survey output • Anecdotal feedback from local estate agents (not relevant to Sennen although there is some data listed on the Cornwall Council website) The difficulty is to ascertain whether additional houses and population will help sustain existing local facilities and services and then assess whether developer investment would have other benefits in terms of other infrastructure provision. It would need to be determined what any prospective developer would need to bring to the village to support an increase in local housing. A decision needs to be made as to how Sennen wants to deal with applications that come in above our target housing figure and, as this is currently zero, this will mean all future development applications. It is recognised that community feedback is key, however the NDP are advised not to rely solely on the community questionnaire especially if this was completed some time ago as the data may no longer be completely current. It was asked whether the NDP could use the information recently gathered by an independent landowner as community feedback? It was thought this would be theoretically possible if the information was made a matter of public record, however this would have to be raised with the neighbourhood officers to assess whether it would qualify as unbiased data.
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	Sitting alongside this, we have the knowledge that the next stage of any development process will involve further formal public consultation. If this consultation was to be run independently by the Parish Council, then presumably any data gathered and recorded at this event would be acceptable for NDP purposes. Based on the above outputs, it seems that there is now sufficient data available to prepare an accurate target need figure. KS therefore suggested contacting the neighbourhood officers and affordable housing team to sit down and brainstorm to get the draft housing target figure in place ASAP. As part of this process, it will also need to be established how any agreed housing target will be met i.e. exception sites, one large development area or multiple smaller sites and how we establish what type of properties will fulfil this need i.e. 1 bed, 2 bed etc... The CC team will also be able to support the NDP in writing robust policies that put in place vigorous criteria and occupancy conditions to ensure houses for locals such as principal occupancy, affordable homes and discounted sale, etc. These policies would also have to be strong enough to hold developers to account so they must provide the actual housing that has been approved through planning without the ability for modification that would reduce either affordable provision or avoid adherence to occupancy conditions, etc. It was agreed that the preferred option would be to have an 'in person' meeting with the relevant CC officers but if this was not available then a 'Teams' meeting would be arranged ASAP. To ensure we make the most of this meeting, KS will prepare a structured agenda with questions covering the points raised above which can then be sent to the CC officers in advance. KS will circulate the draft list of questions raised here with the NDP SG for further consideration and input. Michelle Billing will be one of these officers and as CC affordable housing officer, she will also be a consultee on any planning applications so the clearer she can be about what is going to be acceptable to Sennen based on what they've seen the better. It will also be very good for the NDP to evidence that they have benefited from the necessary expert guidance when setting up policies.
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NDP-10/6	ENVIRONMENTAL WORKING GROUP Building Character Assessment Update by Cllr Andy Ferguson AF advised that a WG meeting had taken place and the main output was to proceed with an analysis of various areas from an ecological point of view. After that volunteers will be sort to complete a half day research on other key subjects such as renewable energy, green spaces, biodiversity, etc. Unfortunately, not much progress has been made on this to date. With regards to the Building Character Assessment, the notes from Michelle Brown are fantastic as a record of the history and heritage of Sennen. We can now build on this to proceed with an assessment of the character of the buildings in the various settlements highlighted in the notes. Included in this should be a definition of the design quality, scale and concentration of buildings within each locality as this is becoming extremely varied and is in danger of diluting the character of each the settlement. KH noted that there is currently grant funding of £10,000 available towards the general costs of professional support in preparing the NDP. If we were to include the allocation of sites or design codes, we may also be eligible for additional funding of £8,000 and possibly even more if we require technical support. (Please refer to the attached summary of funding criteria.) It was agreed that the NDP SG would benefit from professional support and that this would also expedite the whole NDP process. The grant must be processed through the Parish Council so KH will raise this grant opportunity at the next PC meeting with a view to gaining approval to submit an Expression of Interest. To proceed, the NDP would need to determine in exactly what areas professional help is required, write a tender that explains the scope of the work to be undertaken and then obtain quotations from the relevant professionals on company headed paper which detail relevant day rate(s). The tender will need to tie directly into the objectives of the NDP. Once the Expression of Interest is approved, the PC will only have 15 days to complete and submit the final application form, so it is vital the preparations are completed prior to submitting the initial Expression of Interest. PC criteria for tendering under £25,000: • As far as reasonable and practicable, to obtain three or more quotations or estimates from appropriate suppliers. • The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
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	It was agreed to obtain quotes from both the individuals who had responded to our initial enquiries and submit the EOI so that we have the facility to use the funding if required. The initial areas where support is required are Building Character Assessment, Design Codes and Allocation of Sites. These may be relevant to different funding streams and therefore increase amount available to claim. KH to clarify with Locality and obtain details around the 'completion of project' criteria and timescales. KH clarified that any funding received but not required or unused as at 31st Mar 24, is just returned with no penalty. The PC are currently budgeting £5,000 for NDP expenses and it was considered that this should be increased in case we are unable to access the grant funding. However, it was thought this should be adequate for NDP needs on a minimum requirement basis. KS confirmed that we have been given authority by James Evans to use the two previous NDP's that he has written as a template for our Plan. His advice was to 'keep it simple and clear'. He would then be prepared to look at the resulting document and provide further advice based on that.
NDP-10/7	CHAIRS REPORT To discuss and agree NDP Approach Going Forward EF advised that the priority now is to make clear the 'Sennen Vision' which is not yet evident from the information collected to date. This may come from reviewing the data as a whole and distilling it down so it is simple but accurate. It would definitely be helpful to look at NDPs prepared by James Evans as this will give us the type of language to use. KH advised that it may also be worth reviewing the Blisland NDP as they had been commended by CC for the document produced. Blisland are a 'similar' parish to Sennen so this may be useful. It was agreed that NDP members would share the load of reviewing the template NDPs with specific reference to Building Character and Housing: Portreath Parish NDP Mawnan Parish Council NDP Blisland Parish NDP The Parishioners will have opportunity for the 'Sennen Voice' to be heard during the public consultations so at this stage we just need to get an initial 'draft' on paper based on data in hand with the support of appropriate professionals to drive us forward.

SENNEN NDP SG

SENNEN NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MINUTES

Contact the Clerk
for information about
Sennen NDP Steering Group
clerk@sennen-pc.gov.uk
07719 399685

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NDP-10/9	DATE OF NEXT MEETING To agree a date for the next NDP SG meeting Monday 8th January 2024 at 7pm in the Sennen Community Centre Focus: Timelines, Deadlines and Funding Next Social / Economic WG meeting TBC at 7pm in the Sennen Community Centre Focus: Next Steps
NDP-10/10	MEETING CLOSED at 20:08 hrs