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WELCOME:

NDP Chair Eve Ferguson opened the meeting. All members were welcomed and thanked for attending. Introductions were made to new members present.

AGENDA REF.	DESCRIPTION
	Neighbourhood Development Plan (NDP) Steering Group (SG) Working Group (WG)
NDP-04/1	PERSONS PRESENT/APOLOGIES Those present: Eve Ferguson - Chair (EF), Nicola Shanks - Vice Chair (NS), Cllr Kate Hann - Secretary (KH), Cllr Kath Shannon (KS), Cllr Andy Ferguson (AF), Cllr Sue Rowe (SR), Adrian Semmens (AS), Jenny George (JS), Marlene Gifford (MG), Ollie George (OG), Vou Boyd (VB), Ellie Pritchard (EP), Silvia Allison (SA) Apologies for absence were made by Sara Zagni and Andrew Wilson
NDP-04/2	NDP SG TERMS OF REFERENCE (TOR) To vote on acceptance of NDP SG ToR circulated prior to meeting It was clarified that the Terms of Reference circulated were produced by the Parish Clerk and are based on the recommended template provided by Cornwall Council. The only amendments have been to propose bimonthly meetings rather than monthly and to include specific Working Group (WG) Terms of Reference to clarify the focus and priorities of each group. The purpose and focus of the WG ToRs were discussed and it was decided these would remain flexible and would be adapted as the scope of the WG developed. It was suggested that each WG should draw up a basic ToR at outset to clarify focus and relevance to NDP priorities. EF proposed that the NDP SG Terms of Reference were adopted as circulated – this was agreed with all in favour. Draft Terms of Reference have been prepared by KS for the Affordable Homes Working Group. These will be reviewed and discussed at the next AHWG meeting.

NDP-04/3	UPDATE ON NDP STATUS To hear report and plan head EF advised that there are three statutory stages to creating a Neighbourhood Development Plan (NDP). Stage One – Starting Up This is where the plan-making process starts and the designated area of the NDP is established. Stage Two – Developing the Plan This stage is broken down into four sections: 1. Getting to know your neighbourhood 2. Developing your plan's themes, visions and objectives 3. Writing the policies and identifying projects 4. Testing and approving the Plan Stage Three – Delivering and Monitoring the Plan This stage monitors the success of the plan and ensures review of the policies over time. Further to a thorough review of the correspondence and data prepared by the original SG members, EF was pleased to acknowledge that due to the work already carried out, Stage One of the NDP process has been completed and our NDP area has been designated. There is some reference in the historical correspondence, about a revised designation to resolve a 'wiggly' Parish Boundary so it may be necessary to obtain an up-to-date plan of the designated plan of the parish to establish the final boundary. With regards to Stage Two and the Creation of the Plan, again the SG benefits from the fact that the neighbourhood survey has already been carried out, with feedback collated and shared. This effectively means that Section 1 has already been completed and gives the SG the ability to cross reference the NDP survey results with Cornwall Council guidance for NDP Focus Areas. It is clear from the data to hand, that the NDP survey responses very closely mirror the focus areas recommended by CC. This is extremely useful and will support us in continuing with Stage Two and prioritising the objectives of the SG in order to create WGs to focus on areas of most concern to the Parish. Some discussion took place regarding relevant WGs and it was agreed to continue this under the WG agenda item. The Landscape Character Questionnaire has also been completed with responses collated and shared with the Penwith Landscape Partnership (PLP). They have acknowledged receipt of the data and will be providing feedback circa end of June 23. Unfortunately, the PLP will not be continuing after this date so will not be able to provide consultation and amendments.
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	It is also understood that the previous SG Chair, Michelle Brown, had made good progress in compiling the Building Character Assessment. In order to avoid duplication of work, SR offered to find out whether the information gathered to date could be shared with the SG. EF also confirmed that there is now an active NDP page on the Sennen Parish Council website. This can be found at: Sennen Parish Neighbourhood Development Plan - Sennen Parish Council There was some discussion regarding the updating of the website which is currently carried out by the Parish Clerk. This led on to establishing the most appropriate and effective methods of general communication with the parish and it was agreed to discuss this further under the WG agenda item.
NDP-04/4	AFFORDABLE HOUSING WORKING GROUP To hear a report and recommendations As prepared and presented by Cllr Kath Shannon The purpose of the NDP AHWG is to gather data, evidence and information required to inform the NDP Housing Statement. Since the last NDP Steering Group Meeting on 27 February: • Meeting 14 March AHWG - note circulated and actions all completed. • Online Webinar 15 March - “Tackling the Housing Crisis the Local Way with Custom and Self-Build Homes” online with Cllr Shannon, Cllr Hann and Vou Boyd. • Meeting 22 March with Affordable Housing Team Neighbourhood Planning Team online. - The affordable housing officers have access to data/reports provided by estate agents such as Rightmove and can provide supplemental information upon request. - The Homechoice Policy is under review and will go out to consultation this year. The main suggested changes are to the local connection and banding criteria. Any outcomes from this are 6-9 months off. More detailed data from the Homechoice Register may be available upon request. - The “Help to Buy SW” Register will shortly become defunct. A new website, “Share to Buy” is being used by affordable housing providers to advertise available properties. This website advertises itself as the “UK’s leading first-time buyer property portal, specialising in affordable home ownership options including Shared Ownership and Help to Buy.” www.sharetobuy.com - The affordable housing team can access the Self-Build Register and do some work with the Steering Group to look at what might be possible in Sennen Parish in terms of possible provision of affordable self-build plots. - The more information that can be sought from local services and facilities regarding the impact of more housing / no more housing the better (RNLI, School, community outreach services, businesses etc.). Once collated, this can be reviewed by the affordable housing officer and neighbourhood plan officer alongside housing needs data and fed into the larger Neighbourhood Development Plan research.

	• Full Parish Council Meeting 12 April – resolved to spend £350 of the Parish Council NDP budget on a Housing Needs Survey (this allows for £49.50 for printing). Following this meeting KS has informed the Affordable Housing / Neighbourhood Planning teams that the AH Working Group wishes to proceed with the formal Housing Needs Survey asap. • Cllrs Hann, Rowe and Shannon attended a CALC event, “Community Housing Conversations” at Heartlands on 19 April. A number of speakers were present, including Coastline, Ocean Housing, Cllr. Olly Monk, CALC, CCLT. Next Steps re Questionnaire: - Prepare feedback comments on questionnaire ready for meeting with the Affordable Housing team. - Arrange a meeting with CC AH Officer and NP Officer to finalise questionnaires and begin public consultation. - Design and print media for publicising the consultation to capture those that have an established local connection but don't live in the village (and won't get a letter). - Print letters for distribution at drop off points. - Agree dates and locations for providing a laptop for completion of questionnaires by people who do not have online access and wish to do so and/or require assistance. (Farmer's Market, School Reception, Souper Wednesday, Karate Club etc.) Other Group Next Steps: 1. Analyse community questionnaire 2. Agree ToR for the Working Group, possibly renaming it to HOUSING WORKING GROUP
NDP-04/5	PROPOSED OTHER NDP WORKING GROUPS To discuss establishing working groups to build back into the NDP EF explained the logic behind the creation of NDP working groups to focus on specific areas of importance to the parish in accordance with the NDP survey results. Drawing from CC NDP recommendations and giving due consideration to the number of NDP members and volunteer time available, it was decided to merge the focus areas into three main working groups under the headings of Social, Economic and Environment. On discussion, it became apparent that that some focus areas would be relevant to more than working group and therefore communication between groups would be necessary. KS advised that many of these focus areas are already being considered by the Parish Council with policies being adopted and working groups already set up. KS suggested that a review of these policies would be useful in preparation of the Working Group Terms of Reference and sharing of information between NDP and PC working groups would target available resources and support good progress.

	<table><tr><th>Social</th><th>Economic</th><th>Environment</th></tr><tr><td>Heritage, conservation and the built environment</td><td>Business and Employment</td><td>Climate Change</td></tr><tr><td>Design Quality</td><td>Infrastructure</td><td>Landscape</td></tr><tr><td>Business and Employment</td><td>Traffic, Transport and Parking</td><td>Biodiversity / wildlife</td></tr><tr><td>Infrastructure</td><td>Renewable Energy</td><td>Open spaces, footpaths, green infrastructure and hedgerows</td></tr><tr><td>Traffic, Transport and Parking</td><td>Development Boundary</td><td>Heritage, conservation and the built environment</td></tr><tr><td>Communication Facilities</td><td>Agriculture</td><td>Design Quality</td></tr><tr><td>Housing – Type and Location</td><td>Tourism</td><td>Flooding and drainage</td></tr><tr><td>Development Boundary</td><td></td><td></td></tr></table>	Social	Economic	Environment	Heritage, conservation and the built environment	Business and Employment	Climate Change	Design Quality	Infrastructure	Landscape	Business and Employment	Traffic, Transport and Parking	Biodiversity / wildlife	Infrastructure	Renewable Energy	Open spaces, footpaths, green infrastructure and hedgerows	Traffic, Transport and Parking	Development Boundary	Heritage, conservation and the built environment	Communication Facilities	Agriculture	Design Quality	Housing – Type and Location	Tourism	Flooding and drainage	Development Boundary		
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It was clear that there is a lot of work to cover, and concerns were raised as the NDP WG is a relatively small team. However, it was stressed that not everything needs to be started at once and that the Terms of Reference for each WG would highlight priorities such as affordable housing. NS suggested that as the Working Groups have now been established, this is a good point to carry out a further publicity push, highlighting focus areas and asking for support from parishioners in areas that are of specific personal interest or concern. It was agreed that a Communications Working Group would be required in due course but initially, EF, NS and KH would prepare and share some initial recommendations as to how to reach out to the Parish.																												
NDP-04/6	DATE OF NEXT MEETING NDP Steering Group Meeting – Monday 12 th June 2023 at 7pm in the Sennen Community Centre Affordable Housing WG meeting – To be agreed by KS as currently waiting for data to share																											
NDP-04/7	MEETING CLOSED – 20:40																											

SENNEN NDP SG

**SENNEN NEIGHBOURHOOD DEVELOPMENT PLAN
MINUTES OF STEERING GROUP MEETING
MONDAY 24th APRIL 2023 AT 7.00 PM**

Contact the Clerk
for information about
Sennen NDP Steering Group
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