

SENNEN NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MINUTES MONDAY 12th JUNE 2023 AT 7.00 PM SENNEN COMMUNITY CENTRE

Contact the Clerk
for information about
Sennen NDP Steering Group
clerk@sennen-pc.gov.uk
07719399685

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WELCOME:

NDP Chair Eve Ferguson opened the meeting.

AGENDA REF.	DESCRIPTION
	Neighbourhood Development Plan (NDP) Steering Group (SG) Working Group (WG)
NDP-06/1	PERSONS PRESENT/APOLOGIES To NOTE persons, present and RECEIVE apologies for absence. Those present: Eve Ferguson - Chair (EF), Cllr Kate Hann - Secretary (KH), Cllr Kath Shannon (KS), Cllr Andy Ferguson (AF), Jenny George (JS), Marlene Gifford (MG), Vou Boyd (VB) Apologies for absence were made by: Nicola Shanks - Vice Chair, Cllr Sue Rowe, Silvia Allison
NDP-06/2	APPROVAL OF MINUTES Minutes of NDP SG meeting on 24 th April 2023 were approved with all in favour .
NDP-06/3	MATTERS ARISING FROM PREVIOUS MINUTES Nothing raised.
NDP-06/4	CHAIRS REPORT NDP progress made – Chair Eve Ferguson EF was very pleased to report that all areas of the NDP process are moving forwards. Since the last meeting, we have seen strong progress in respect of affordable housing which will be reported in detail later on the agenda by KS. Continued progress is also being made with Communications and the comprehensive Building Character Assessment prepared by the previous NDP Chair, Michelle Brown, has now been received and circulated.

There has also been a map of the Parish displayed in the Spar, with a request to add favoured locations. This was a late urgent request for additional evidence / data from the Penwith Landscape Partnership (PLP), who are writing up the Landscape Character Assessment report on behalf of the Sennen NDP Steering Group.

This report is due by the end of June, however it must be noted that our contact has now left the PLP. AF is following up with the PLP and the expectation is we will receive the report but likely later than originally advised.

With regards to working groups (WG), we had previously discussed setting up 3 groups: Social, Economic & Environment. However, upon further reflection Social & Economic were 90% overlapped so EF suggested consolidating to 2 WGs as below.

Social / Economic	Environment
Heritage, conservation and built environment (social / economic)	Climate Change
Design Quality (social / economic)	Landscape
Business and Employment	Biodiversity / wildlife
Infrastructure	Open spaces, footpaths, green infrastructure and hedgerows
Traffic, Transport and Parking	Heritage, conservation and the built environment (environmental)
Communication Facilities	Design Quality (environmental)
Housing – Type and Location	Flooding and drainage
Development Boundary	Renewable Energy

It was agreed by all present, to progress with two official working groups as detailed above and to develop these as required in the future.

EF has also completed an initial review of the Parish Council policies on file and believes the following are most relevant to the NDP objectives.

Environment

- 2023 SPC Dec of Biodiversity Emergency – **Work in progress**
- 2023 SPA Pledge for Nature – **Adopted**
- 2023 SPC Dec of climate & Ecological Emergency – **Adopted**
- 2021 SPC Litter & Waste Policy Action Plan
- 2021 SPC Footpaths, Highways & open Spaces management Plan

Social / Economic

- Role of PC in planning

	EF is also reviewing the Small Village Report as, ultimately, it is likely that Sennen will fall into this category. EF is beginning research on who can write up the plan once we have component parts. Summary of Small Village Report • Once a need has been evidenced it should be included as a policy in the DRAFT NDP • Feedback should then indicate that such a policy is widely supported in the draft plan consultation process • There are 8 key areas • Introduction – introduce the parish, its location within Cornwall, key features, population and housing figures • Map of NDP area – Parish boundary • Background & History ○ History ○ Heritage ○ Landscape & Natural environment ○ Population & Demographics ○ Employment ○ Facilities & Amenities ○ Transport & Parking ○ Housing ○ Other significant factors – Tourism, agriculture, fishing, harbour others • Vision • Consultation & Evidence Base ○ What consultation events that have taken place and the key outcomes ○ Add full analysis of responses in Appendix • Key Issues ○ Housing including Affordable Housing ○ Infrastructure ○ Facilities, Amenities & Services ○ Commercial Development – May not be relevant? ○ Renewable Energy ○ Use of CIL (The Community Infrastructure Levy) ○ Landscape & Heritage ○ Others TBC • Policies – Once the issues and objectives have been identified the policies will be written – Possibly Cornwall CC can assist in writing these – to be confirmed • Appendix – Inc other areas not covered by planning policies Linked to this we are looking for feedback to NDP@sennen-pc.gov.uk on what is 'Your Vision for Sennen' – This will form a section of our NDP to be collated fed into this section
NDP-06/5	COMMUNICATIONS UPDATE

SENNEN NDP SG

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	Community engagement planning EF confirmed that we now have an official NDP email address utilising the secure platform of the parish council domain. This is: ndp@sennen-pc.gov.uk This email address will be monitored by the Chair and Secretary on a regular basis. We have also set up a Gmail account to facilitate the use of the Google Drive for secure retention of NDP related documentation on an ongoing basis. The data held to date will be transferred to this drive and will be managed by the leads of each of the working groups, in conjunction with the Chair, Vice-chair and Secretary. Next actions are to commence the 'shout out' to parishioners to support the NDP process. Prior to the meeting, EF had circulated the suggested methods of communication within the Parish for further discussion and planning. It was agreed to hand out the 'Expression of Interest' form as part of the upcoming housing survey promotion at the Sennen Market and Wednesday Souper. This could be returned to Spar shop, handed in at the Market or Souper or posted in the PC post box at the community centre. Form to be completed and printed by KH and given to KS for distribution. In respect of more local communication, it was agreed to ask Sennen School to send out the 'Sennen Needs You' page with the school newsletter on a weekly basis to the end of the school term. KH to finalise a PDF version of the page and KS to make arrangements with the school. In the meantime, members of the SG will continue to promote the NDP wherever appropriate and once PDF completed then further communications can be planned.
NDP-06/6	SOCIAL WORKING GROUP – HOUSING Update by Cllr Kath Shannon

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	KS confirmed that the Cornwall Council (CC) Sennen Housing Need Survey letters went out on 16th June 23 and the survey is now live! Public awareness events have been scheduled at both the Sennen Market and the Wednesday Souper throughout the duration of the survey and we are actively promoting the survey on social media platforms and the SPC website. Copies of the letter will be available at both the Market and the Souper and we are currently waiting to receive a copy of the letter in PDF form so that this can then be shared further online. Survey submissions will be received until 23rd July 23 and the Data Analysis Report made available approximately six to eight weeks later. We should be in receipt of the report before the end of Sept 23. Cornwall Council have decided to revisit how they present Housing Need survey data to the public and have asked if Sennen Parish would be prepared to take part in this process. This would mean that the Parish would receive both the original long form report but also a shorter 3 to 4 page report with greater use of graphs and infographics to communicate the findings in a more user-friendly form. It was agreed that it would be beneficial to receive the data in this form providing the complete report was also made available to the public if required. KS to communicate this to Cornwall Council. The survey had already been submitted online by some members of the WG and was considered quite straight forward to complete.
NDP-06/7	ENVIRONMENTAL WORKING GROUP Update by Cllr Andy Ferguson Considering the shared focus of both the Parish Council (PC) and NDP Environmental Working Groups, it would be beneficial to combine resources and merge these two groups. As AF is currently the lead of the PC WG and also a member of the NDP SG, he will arrange an Environment WG meeting with all interested parties working together. It is hoped this meeting will take place on Monday 19th June – TBC. This initial meeting will review the environmental policies recently adopted by the PC. These policies have been recommended by CC / CALC but the fine detail needs to be considered and the policies tailored to specifically represent the needs of Sennen Parish

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	and the previously received NDP feedback. It will then be possible to target the sequence of next actions. This is particularly relevant considering the recent social media communications from individuals relating to the No Mow May environmental policy recommended by CC. It is vital to communicate that the views of all interested parties in the Parish can be heard and considered as part of the NDP process.
NDP-06/8	ANY OTHER BUSINESS Nothing raised.
NDP-06/9	DATES OF NEXT MEETINGS Next NDP SG meeting Monday 14th August 23 at 7pm in the Sennen Community Centre Focus: Timelines, Deadlines and Funding Next Social / Economic WG meeting Monday 17th July 23 at 7pm in the Sennen Community Centre Focus: Next Steps
NDP-06/10	MEETING CLOSED 20:10