

St Minver Parish – Neighbourhood Plan Project - Draft Terms of Reference

1. Background/Introduction

The Neighbourhood Plan Project is one part of The Localism Bill, was introduced to Parliament on 13 December 2010, and was given Royal Assent on 15 November 2011, becoming an Act. It includes five key measures that underpin the Government's approach to decentralisation.

- Community rights
- Neighbourhood planning
- Housing
- General power of competence
- Empowering cities and other local areas

Neighbourhood Development Plans sets out policies in relation to development and use of land in a neighbourhood. It will describe what is to be built where – sites will be allocated for housing and other developments. Green spaces to be identified which complement investment in homes, jobs and other essential services.

The main issue for doing this now is that from April 1st 2012 there is no local boundary, and the government do not appear to have a transition plan.

Full consultation of St Minver Parish will be undertaken, including the use of questionnaires. The end result or proposal will be subject to compliance with the Cornwall Core Strategy (CS) Plan, which itself will be compliant with the National Plan Framework (NPPF) and will be voted on as part of a Parish Referendum.

The document will be legally binding.

1. Purpose

The purpose of the project is to achieve an agreed development boundary with any appropriate development guidelines, enabling local planning decisions within a legal framework.

The purpose of this document is to help define the terms of reference for the project, what will be included and not and help define the objectives, overall phased approach, methodology, organisation structure, resources, costs, risks and project stages/tasks/timeframe.

2. Scope

This project will cover the whole of the St Minver Parish, involving both St Minver Lowlands and Highlands, with due reference to neighbouring Parishes and Town Council.

It will not cover all aspects of the Parish Plan, but will be complementary, take input from it and share the common vision.

The Parish Plan includes consideration of litter, noise, light pollution, etc. A Neighbourhood Plan only relates to the use of land and development.

3. Objectives

4.1 To set out policies in relation to development and use of land in St. Minver Parish

4.2 To produce a full development plan dealing with land use planning issues.

4.3 Define local priorities.

4.4 Allocate sites for housing and other development.

4.5 Identify green spaces which complement investment in houses, jobs and essential services.

The overall aim is to guide development that is more appropriate in the local context and help decide where it goes, noting that the government has made it clear that it is not a tool to be used to stop development.

5 Methodology

The Main Steering Group will provide overall leadership and direction. Other steering groups or working groups, as appropriate, will focus on particular areas e.g. transport, highways, affordable housing.....

or particular areas within the parish – e.g. Trebetherick, New Polzeath, Tredizzick....

All stakeholders to be consulted through events, workshops, questionnaires, telephone questioning and business types to be represented in one way or another...leisure, retail, farming, fisheries, brewing, boat building.....

Required studies will be instituted as necessary e.g. Environmental Report, including any Marine impact, Sustainability Report – establishing the requirements for St Minver Parish to support and maintain its own schools, shops, infrastructure etc., to meet the need of its existing and future population.

Further consultations and discussions will ensue once options become available leading to the draft and final reports prior to achieving compliance with Cornwall's own Core Strategy and any further revision prior to going to a referendum.

Stakeholders, including businesses, can help argue for particular proposals to help achieve local consensus

Once a majority vote has been achieved (51% - no minimum turnout set) the final document will become legally binding, and act as the basis for future planning applications.

6 Organisation

Currently St Minver Highlands Parish and St Minver Lowlands Parish have four nominated members each on the main Steering Group. This SG is further represented by the local Council member for the area and a Cornwall Council representative.

There may be a co-opted member to help with e.g. any management/process, legal, financial issues.....

7 Resources and Costs

An initial budget of £5K per parish has been established to cover costs of printing – publicity, questionnaires etc.,

Further money from a Community Infrastructure Levy will be coming – hence to need to establish community priorities -see Objectives 4.3.

Further points.....

8 Project Stages/Key Tasks/Timescales

8.1 Stage 1 Initiation

8.1.1 Setting up Main Steering Group

8.1.2 Prepare ToR/Project Brief

8.1.3 Recruit Project Manager

8.1.4 Agree other steering/working groups

8.1.5 Letter to Cornwall Council

8.1.6 Advertise Commencement

8.1.7 Fully Plan Project

8.1.8 Admin/Recording processes et up

8.1.9 Establish Risk Register

8.2 Stage 2 – Information Gathering

- 8.2.1 Review Current Evidence Base**
- 8.2.2 Working Groups establish aims and objectives**
- 8.2.3 Working Groups establish key issues/tasks**
- 8.2.4 Agree evidence required**
- 8.2.5 Gather evidence**
- 8.2.6 Report evidence to Steering Group**
- 8.2.7 Engage with Core Strategy (CS)**
- 8.2.8 Update and identify further evidence needs**
- 8.3 Stage 3 – Develop the Vision**
- 8.3.1 Plan workshops/events to stimulate discussion**
- 8.3.2 Hold events – WGs to manage actions/vision**
- 8.3.3 Produce draft aims and a vision**
- 8.3.4 Sustainability Appraisal Commenced (aims and vision)**
- 8.3.5 Establish compliance with NPPF/CS**
- 8.3.6 Refine aims, vision and objectives**
- 8.3.7 Publish aims, vision and objectives**
- 8.4 Stage 4 – Developing Options**
- 8.4.1 Bring together issues from WGs**
- 8.4.2 Hold workshop to collate and agree issues/options**
- 8.4.3 Map opportunities/projects for development**
- 8.4.4 Assess potential sites for development**
- 8.4.5 Collate deliverability, infrastructure and viability info**
- 8.4.6 Recommend options for the plan are to SG**
- 8.4.7 Carry out consultations on options – state with whom?!**
- 8.4.8 Publish agreed options**
- 8.4.9 Consult upon other strategies (or options)?**
- 8.5 Stage 5 – Making the NDP**
- 8.5.1 Assess consultation responses**

- 8.5.2 Draw together additional projects, evidence etc.,**
- 8.5.3 Map projects and opportunities**
- 8.5.4 Describe proposals and provide policy/reasons to support**
- 8.5.5 Sustainability Appraisal/Habitat Regs to support**
- 8.5.6 Compliance Test (NPPF and CS), check evidence base**
- 8.5.7 Check and approve the draft document**
- 8.5.8 Carry out consultation on document**
- 8.5.9 Respond to comments**
- 8.5.10 Finalise NDP**
- 8.5.11 Submit document for inspection**
- 8.6 Stage 6 – Approval**
- 8.6.1 Checking by local Planning Authority (LPA) for conformity**
- 8.6.2 Appointment of examiner**
- 8.6.3 Independent Examination**
- 8.6.4 Receive Inspector's Report**
- 8.6.5 Make amendments as required/appropriate**
- 8.6.6 Approve Final Version**
- 8.6.7 Hold Referendum**
- 8.6.8 Submit to County Council (CC) for adoption**
- 8.6.9 Document adopted**

5 Risks

Minimal budget may mean lack of necessary dedicated resource for time delivery of NDP

Timely availability and effort of voluntary and Cornwall Council resources

Info regarding future community growth

More – check.....

6 Conclusions

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