

Mabe Parish Council

C/o The Parish Office, MS Electrical, The Square, Mawnan Smith, Cornwall TR11 5EP

Presentation by Terry Damer & Dennis McQuillan on the Mawnan NDP process held on 14th March 2019 at 7pm

Attendance: Parish Council (5 members + clerk) + 6 members of the public

Terry Damer started the presentation with a warning – a NDP is not an easy task! It is not just a couple of hours work a week and some key members may end up in the position of it being almost a full time commitment for the space of the 2-3 years the development of the whole plan, from start to referendum, could take. It is essential that the key members of the group understand this as if they drop out along the way it does prove hard to keep the process rolling smoothly.

Other than that the full support of the parish is necessary and close ties with the clerk need to be established as they do act as a fount of historical parish reference, legislative information and communication support. There needs to be a strong **chair/leader** who actually acts more as a CEO pushing the plan forward through the doldrums and making cohesive strategies, along with an **administrator** who has the commitment and space to cover recordkeeping, data accumulation and contacts as this does mount up (and will need to be stored for the length of the project). It would also be good to have a **dedicated minute taker** (something Mawnan did not have) who only had to keep meeting notes as the administrator tasks has been shown to soon outgrow this part. A **treasurer** was also essential – anyone with a financial background is good as there is only a finite amount of grant funding available and an awful number of dedicated spends that need to be addressed at various stages.

Other key members of the team would be someone to **manage the social media** presence – things such as emailing newsletters, keeping online contacts, feeding questionnaires, reminding about meetings ... this is not something a good number of the team would even think about being able to do but is not a significant method of involving the whole parish as data can be pulled down from the likes of MailChimp to provide quantitative support showing the number of newsletters read, if articles or links were clicked through – even down to where the emails were read – all of which gets included in your evidence base.

Someone willing to do **general PR** – this could include creating meeting posters, drafting the newsletter, designing artworks and logos. County have a design team that provide lots of help and assistance – especially for designing a bespoke “look” for all your documents and for getting mailings sorted out when necessary. Mabe is fortunate as it already has a team hand delivering MabeMatters – if they could become involved it makes getting all of the forms & questionnaires out a lot simpler. You also seem to get a much better response with a personal element to delivery – Mawnan had almost a 40% return to its questionnaire which is almost unheard of at County where 15-20% is thought of as high.

Computer literacy is a must for all team leaders / Core members. A lot of work is done via email or online so at least a basic knowledge of how to accomplish this is a requirement you will find eminently necessary.

This then leads to a number of bespoke teams for your plan – most come down to the same general groupings of housing, economics, leisure, environment & Landscape Character. The Local Landscape Character Assessment (LLCA) forms an integral part of the NDP and should be started as early as possible (as Mawnan have now found out) . Cath Statham at County can provide support and training to a team of volunteers who need to take on the task of recording the landscape of the designated area as a whole – with procedures, history and links to other parts of the document.

There is a need to record everything to use as the basis for the final Engagement Strategy – when every action, however minor – takes place is recorded. Keep copies of all documents, posters, emails, letters and notes where you can – photograph meetings to show attendances. Make use of parish events – fetes, markets, shows, lunch clubs all provide the chance to undertake community engagement on the NDP. Post-it notes provide a great chance for people to leave their comments on specific parts of your plan and can be kept as evidence for later. Make sure that every questionnaire you send out has space tied into the questions for individual comments – these can be surprising and enlightening on what the parishioners see as priorities and can throw up some surprising avenues to investigate.

Finally- you will need professional help at some point to draft your NDP policies. This will need a planning consultant.

It was essential that some form of financial “buffering” commitment from the parish was put in place early on as grant funding through Localism does take some time to get right. There is a £9000 staggered grant available, which needs to be requested for a set period – there can be no overspends and anything left needs to be returned and re-bid for in the next phase. It took Mawnan 4 goes at the first grant application before actually getting it right – but their treasurer could offer support now if asked on how to get the forms and supporting evidence right. Remember to account for later spending – where your planning consultant and referendum costs will quickly mount up. A whole plan budget can be really useful even if not a complete breakdown. There is plenty of help around from other parishes on how and what they spent and most are quite happy to talk or forward information on.

A good NDP – in whatever stage once initially drafted – can provide good evidence in any kind of appeal or inspector review as it shows the direction the parish wants to take. Although NDPs have to allow for future development (including the CNP area housing allocations) they can address future housing in terms of infill and rounding or in relation to settlement boundaries thus limiting spurious or out of context applications. Terry ended his presentation with the statement that a good NDP that shows full community participation is a tool that forms the basis of the planning process and can influence policy directly.

Q: if you designate areas for housing are you giving a thumbs up to developers? This does rely on what your allocation on the CNP total is – in the case of Mawnan this ended up a 0 so allowing for a small measure of rounding off & infill (about 7 houses per year) was seen as acceptable to the parish residents. This was backed up by one of the questionnaire questions which asked about housing and what was acceptable numbers ... but it also had space for individual comments.

Q: so is this process democratically led? Since a lot of the policies are as a direct response to the questionnaires that go out, yes the community always have a say. They also need to be fully engaged and on-board so that a viable plan goes to referendum. Allowing space on questionnaires for comments, as opposed to just yes/no tick boxes fulfils this requirement.

Q: given the Declaration of a Climate Emergency by Mabe Parish can you insist that houses include “green” options? Within the plan you can say that houses should be of a certain quality, use certain materials and include certain standards of sustainability but you cannot go above what current building regulations say. It may be that smaller (local) developers are already above the current green specs more-so that the larger builders.

Mark Smith ended the presentation by saying he was disappointed that it appears the NDP process cannot lead on development standards but that it might be if enough NDPs all try to include a greater provision and requirements for green and sustainable alternatives the building regulations would be made to follow suit.

Mabe Parish Council

C/o The Parish Office, MS Electrical, The Square, Mawnan Smith, Cornwall TR11 5EP

Minutes of the meeting of Mabe Parish Council held on Thursday 14th March 2019 at the Mabe WI Hall, at 8.00pm

Present: Parish Councillors; P Tisdale (chair), Cole, K Phillips, R Phillips, Tindle & M Wilkinson.
L Clements (Parish Clerk) & 6 members of the public (variable) + 2 speakers.

413.19 **Safety Procedures** - These were explained.

414.19 **Apologies for absence** - Cllrs Frost, Higgins & Kingsley. Cllr Williams would not be attending this meeting

415.19 **Declarations of interest in Agenda Items** – Cllr Cole item 10; Cllr Tindle & Wilkinson – (PA19/00835)

416.19 **Minutes of Previous Meeting - minutes of the meeting on the 14th February 2019** - The clerk was asked to include the revised statements as agreed at the meeting (411.19 & 412.19); **Proposed:** Cllr Wilkinson
Seconded: Cllr R Phillips

417.19 **Matters arising from previous minutes** –

- Following on from the NDP presentation, it was agreed that Mabe Parish Council would support the formation of a parish Neighbourhood Development Plan team to begin the process of creating our own plan. **Proposed:** Cllr Tisdale **Seconded:** Cllr Wilkinson (2 abstentions)
- Cllr R Phillips asked if the January meeting minutes had been amended to include the comment regarding the boundary review. The clerk apologised and assured councillors this has now been done.
- Cllr Wilkinson said that she and Cllr Cole had been invited to a meeting with Rosie Hitchens-Todd of FXU to discuss community involvement.
- Cllr Tindle was surprised to see he volunteered to act as contact point for anyone wishing to help maintain the Memorial Gardens at the last meeting, given he wasn't in attendance! Cllr Wilkinson said she knew he had agreed to something similar earlier and that this was just continuing in this vein.
- Cllr Frost forwarded comments about free school transport requirements; over 2 miles for under 8s, above 8 it's 3 miles on shortest safe walking route. Also provided to those who do not have a safe walking route which could be argued for anyone on the wrong side of Antron Hill!

418.19 **Public Participation** - nothing further noted.

419.19 **Planning** - (Cllr Tindle & Wilkinson left 8.20pm, returning at 8.27 after the first planning item)

Planning Applications				
A	PA19/00835	Lower Spargo Farm Rose Valley Mabe TR10 9JF	Construction of agricultural shed to garage farming equipment.	Members discussed the application and voted to SUPPORT the application, however, would like to request that a condition restricting the agri-storage to those items in direct relation to the landholding only be put in, given previous information received intending to make a commercial enterprise in vehicle repairs. Proposed: Cllr Tisdale Seconded: Cllr Cole
B	PA19/00892	Roslyn Halvasso TR10 9BY	Construction of first floor extension and alterations to provide ancillary accommodation, installation of garden shed and solar panels and stationing of temporary static caravan	Members discussed the application and voted to SUPPORT the application but only so far as the house and shed are concerned. WE feel that the information provided in the design & Access statement is severely lacking We have issue with the long-term placement of the static caravan and would ask that it is restricted to the period during works only. Proposed: Cllr R Phillips Seconded: Cllr Cole

C	PA19/01239	Land And Buildings South Of Higher Eathorne Farm TR11 5PJ	Conversion of existing stables and hayloft into a single dwelling	Mabe Parish Council do not feel able to comment at this time. We feel that details from a structural engineer in relation to the viability of the current Cornish hedge/bank (which would have the new bridge access on) and the lower floor retained walls would be helpful, given the state of the current structure. We feel that if it is necessary to have to remove & reinstate all of the current walls then this application should not be considered as a conversion but a replacement dwelling. We would also like to request specific information on how the proposed curtilage of the dwelling will be separated from that of the Farm & associated buildings, where any specific parking provision has been made and how management of access into the dwelling will be arranged since the current views show the barn sitting directly on the main access for the farm itself.
D	PA19/01555	49 Cunningham Park Mabe TR10 9HB	Rear and side extension. (Revised scheme following PA18/10951)	Members discussed the application and voted to SUPPORT the application Proposed: Cllr Cole Seconded: Cllr Tindle

Planning Decisions

E	PA19/00949	Daphne Du Maurier Building Penryn Campus Penryn Cornwall TR10 9FE	Non Material Amendment to Application PA18/05182 dated 30/8/8 for a 2 storey extension to provide additional academic teaching/seminar space as supplementary accommodation to the library namely to allow for a high level roof configuration to the seminar rooms and reduction of entrance lobby	Status: Approved unconditional
F	PA19/00831	Daphne Du Maurier Building Penryn Campus Penryn TR10 9FE	Non Material Amendment to Application No. PA18/05354 dated 16/10/18 for a 2 storey extension to provide additional social space namely Rationalised elevational treatment for ease of buildability and reduced extend of associated landscape works for ease of maintenance. Wind catchers have been added to improve passive ventilation strategy together with changes to internal layout and design	Status: Approved unconditional
G	PA19/00235	Barn At Higher Treliever Farm Longdowns TR10 9DH	Certificate of lawfulness for construction of agricultural barn prior to 20th March 2013	Status: Granted
H	PA18/11953	Kernow Adventure Park Kessel Downs Quarry Halvasso TR10 9BZ	Submission of details to discharge Condition 29 - Restoration and Aftercare Scheme in respect of application K53/IDO	Status: Discharged
I	PA18/04092	Land Off Antron Way Antron Way Mabe TR10 9HS	Proposed residential development of 27 dwellings including access, estate roads and landscaping	Status: Refusal

420.19 Planning matters arising since 10th February 2019 – development at Nanturian Farm seems to be a talking point again as surveyors had been sighted in the fields.
It was raised, given the Grassroots Development letter (which was referred to the County S106 team) if we might want to think about creating an on-going S106 ‘wish-list’ for projects that could use the

funding we have/might be looking to receive? It was agreed to add this to the formal agenda with members to consider any possible project for next month.

421.19 Financial matters

a. Payments received (£10,996.90 – VAT & Remembrance booklet sales) & bank reconciliation

Bank Reconciliation as at	28.2.19		
Balances			£ 15,203.36
	NS&I		£ 7,388.83
less unrepresented cheques			
	101438	£36.00	
	101439	£2,274.00	
			£ 2,310.00
			£ 20,282.19
Balance brought forward			£ 26,294.93
plus receipts			£ 131,712.07
less payments			-£135,404.83
on hand balance			£20,282.19
PAYE commitment			
VAT commitment			
approved:		clerk/rfo	date:
verified:		councillor	

Proposed: Cllr Cole **Seconded:** Cllr K Phillips

b. Payments to be made – totalling £944.26

Date	Cheque Number	Payee	Details of payment	Payment	VAT
Mar 19					
14.3.19	101440	Lisa Clements	Salary & expenses	£335.08	
14.3.19	101441	HMRC	PAYE Q4	£207.20	
8.3.18	101442	PAID BY CLERK: N Glanville, Celtic Furniture	S106 - MYCP benches	£260.00	
28.2.18	101443	CALC	Annual Conference – 2 nd delegate	£18.00	£3.00
14.3.19	101444	Royal British Legion	Misc – sale of 7 Men booklet	£114.00	
28.2.19	DD	EE	Mobile Phone	£9.98	£1.66
				£944.26	£4.66

Proposed: Cllr K Phillips **Seconded:** Cllr Tindle

The clerk also noted that our internal audit was scheduled for 18th April 2019 and that because of the S106 spending we would have to complete a full Annual Return this year.

422.19 Any updates on S106 project status (Play Project 1; Play Project 2 & Memorial Gardens) & to discuss a timescale for handing over the equipment to the MYCP

The clerk said that both claims for the final works covered by S106 funding had gone in and were being processed, hopefully for the last BACS run from county this financial year. Tim Marsh had been unable to secure enough edgers for the Memorial Gardens so there would ultimately be funding being returned to Taylor Wimpey. The tops of the fort structure in the playpark would be removed asap – Outdoor play having thought this had already been done. 2 wooden benches for play area were awaiting installation

and being stored in the MYCP container. Final sign off on the amendments was needed from Ms Symonds, who still was not up to visitors, but Cllr Wilkinson was in contact.

Memorial Garden Fencing – the gaps noted in this proved to be a positive step as they are allowing wind to pass through, rather than forcing the fence over. There was a discussion about the exact property line of the fence in case land had been lost. The clerk was to review the deeds.

(Cllr Cole left at 9.05)

It was agreed that the MYCP Play area would not be ready to hand over at the end of April/ this financial year. It was agreed to try to review the position at the May meeting (or as soon as Ms Symonds is happy with the situation) providing a fully sign over document to the MYCP regards to the parish's continuing commitment.

(Cllr Cole returned at 9.10)

423.19 To receive any correspondence and agree appropriate responses if required

	<i>Date</i>	<i>Who</i>	<i>Description of issue</i>	<i>Action taken</i>	<i>Agenda item</i>
.1	21.2.19	Stithians PC	Code of Conduct issue (ongoing)	For info	18
.2	22.2.19	KW (resident)	Antron Way – complaint against elected member	For info	
.3	27.2.19	Mabe WI	Missed meeting	? incorrect date – rearranged	17
.4	4.3.19	Electoral Services (CC)	Polling District & location review	For info	
.5	5.3.19	Calor Community Fund	Grant funding opportunity	For info	
.6	6.3.19	CALC	CALC monthly newsletter	For info	
.7		Penryn Uni	Consultation on Engagement Strategy	For info	
.8		Duchy Defibs	Defib used in MYCP Hall		

Please note items classed as '*for info*' have already been emailed on to all councillors and will not be included in the emailed agenda pack

.4 – the parish appeared to be satisfied with the current location of polling stations.

.7 – the clerk offered to forward this to all councillors to consider if we wanted to participate with comments

.8 – Cllr Cole said that unfortunately a resident on Cunningham Park had died despite deployment of the defibrillator. Condolences were expressed to his family.

Cllr Tisdale said that he had recently attended the official opening of the new Stella Turk building at the University, was attending the Bridge opening next week and was going to represent at the St Nazaire Remembrance Parade in Falmouth Town on Sunday 17th

Cllr Wilkinson restated that she and Cllr Cole had been invited to a meeting with Rosie Hitchens-Todd of FXU to discuss community involvement.

424.19 Police / Traffic & Transport matters

Cllr Cole said that he had been approached by a resident who wished to try for a parking permit scheme along Treliever Road again, as they felt parking was not getting any better after the 6pm restriction and that there was becoming less and less "safe" parking in the village (there were anecdotal reports of cars being left getting keyed along Antron Way). Cllr Cole said that she had spoken to County about this and was aware of the increasing costs.

Following on from this the clerk noted that all Cornwall Council car parks should be changed over to barrier 'pay on exit' style from 1st March. It was decided this would lessen the costs to the public and free up enforcement officers to address on street parking more.

Next Cormac meeting – TBC by Cllr Tisdale.

425.19 Report from Cornwall Councillor Williams – Nothing provided

426.19 **Items to be added to April Agenda** - FXU meeting report; any further info on Penryn boundary change; protocol issue by Cllr Frost; grant 'requests'- Cllr R Phillips.

427.19 **Date and time of next meeting: 11th April 2019 , 7.30pm**

428.19 **That the Council resolves under the 1960 Public Bodies (Admission to Meetings) Act, to exclude the press and public due to the confidential nature of business to be discussed**

429.19 **A report on the meeting with the Management Committee for Mabe WI Hall & discussion of outcomes-** Cllr Tisdale said that the meeting between himself, Cllr Kingsley & the WI Hall Management Committee had been productive. Both groups agreed that being more involved could only be good for the future of the hall.
Cllr K Phillips offered to represent the parish council as the liaison member depending on the frequency of Hall Committee meetings (clerk to check on this).

Coin meter – clerk to chase quote

430.19 **Stithians letter re Code of Conduct complaint - investigation outcome.**
The clerk had circulated the most recent letter from Stithians Parish Council ,which would hopefully now bring the matter to rest.

Meeting finished at 9.25pm