

TINTAGEL PARISH
NEIGHBOURHOOD DEVELOPMENT PLAN
REPORT No 1
June 2014

Attached are:

1. Financial Report
2. Minutes of NDP Planning Team Meeting 19 May 2014
3. Terms of Reference (Revised 20 May 2014)
4. NDP Project Programme.
5. Analysis of the January Parish Questionnaire

Action by

- 1 Although Richard Martin was confirmed as Project Manager at the Parish Council Meeting of 2nd April, the first meeting of the Neighbourhood Development Team (with the appointed Steering Group Councillors) did not take place until 19 May. A delay of six weeks partly due to the delayed meeting with the County Advisor, Sarah Arden
- 2 During the six week period, Richard prepared draft documents for Parish discussion and approval. These included the Terms of Reference and work programme, all based on St Minver and Roseland. He also researched the internet for other sources of information and guidance, including the County website.
- 3 Immediately prior to the 19 May meeting, Richard discussed the Terms of Reference (ToR) with the Parish Chairman, and these were subsequently amended following discussions at the meeting. The revised ToR document is attached.

The ToR should be formally accepted by the Parish Council.

Parish

- 4 The Parish sent out a brief questionnaire in January, asking for an indication of the support for a Neighbourhood Plan. 189 people responded (approximately 20% of the addresses).

There was overwhelming support for the Plan with 95.24% in favour.

- 5 Sarah Arden, Principal Planning Policy Officer Cornwall Council, gave an informative talk on 23 April. She recommended that we study, amongst others, the Tattenhall Neighbourhood Development Plan, as this was a good guide to follow. She promised all the help that the Council could provide and confirmed that the Council had a duty to assist parishes in the preparation of Plans.

Richard has been in email contact with Sarah and has received further help and guidance.

NPT

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Action by

- 6 The work programme was drawn up from that used by St Minver. It shows that the whole process can take up to three years to complete. There are periods of set times for consultations set by Law, of six weeks, which have to be observed.
- 7 The work programme, attached, has been marked up with progress to date.

Four items have been completed, and were on or ahead of programme.

- 1 Decision to proceed
- 2 Application to Cornwall Council
- 3 Establish Steering Group and NPT
- 4 Initial public consultation (January 2014)

Work has commenced on the long process of gathering information and consulting with businesses. NPT

One item is not yet completed. The Parish have not confirmed to the NPT that Cornwall Council has formally replied to the Application to be considered for a Neighbourhood Plan.

Has a positive response been received? Parish

- 8 Following from the positive response from Cornwall Council, the Parish have to make application for Grant(s) to support the process. Parish

- 9 Much was said at the initial NPT meeting of the need for another referendum questionnaire to be sent out. Since then, an email poll of all at the NPT meeting has decided that this would not be a good idea and the simplified 6/8 question format would alienate people.

The programme shows, for good reason, a 5 month period devoted to information gathering and analysis. Many questions will come out of this consultation period, and will lead to us devising sensible questions covering a very wide range of topics. NPT

This information gathering process will not lend itself to tidy report items, and it is proposed that future reports will simply include a list of topics being covered. Parish

St Minver had some 43 questions. Other places had more. Tintagel will know how many questions we need to ask nearer September/October.

- 10 At the NPT meeting it was suggested that the Project Manager not be Chairman of the NPT. Until a volunteer comes forward, and none did at the meeting, Richard will continue to act as Chairman. NPT Parish

Action by

- 11 Working Groups cannot be set up at this early stage of information gathering. No volunteers came forward.

Note that Item 4, para 3, of the ToR states that the Project activities are undertaken by the NPT as entity. It goes on to state “where appropriate, separate Working Groups will be formed for specific tasks”. As no “specific Working Groups tasks” have been identified at this time, the Team will continue to work as an entity.

The Organization Chart (page 8 of ToR) shows where the Working Groups will fit into the plan, **when needed**.

- 12 There have been problems with using the Tintagel Parish Council web site for emails. Attachments disappear and everything seems to go through the Parish Clerk. This overloads the Clerk, who is under tremendous pressure.

The NPT will use personal email addresses, as it has been doing successfully. Anything that the NPT can do to reduce the burden on the Parish Clerk will be done.

NPT

Richard Martin withdraws his verbal request for a parish email address.

Parish

- 13 Richard has compiled a large database of names and addresses in the parish, noting types of occupancy, businesses, email and telephone numbers. This was first used to build up the TAIST case against South West Water, and has been extended to include outlying hamlets and farms.

When Cornwall Council supply the printed address labels, these will be used to update the list and make necessary corrections.

Parish/NPT

It is to be hoped that the labels are printed from the same list as the Election papers?

- 11 Current research is on, amongst others, the following:

NPT

1. Rules and regulations regarding Social Housing including current names on the Register
2. Old NCDL Planning Boundaries
3. AONB, SSSI, Historical Sites, and other protected areas
4. NCDL “Retained” Planning Policies.
5. Cornwall Council website information on development Plans.
6. Current and lapsed Planning Applications