

# **D&T NDP Steering Group Agendas**

Dobwalls and Trewidland

## **Neighbourhood Development Plan**

Steering Group meeting

**Mon 17<sup>th</sup> October 2022**

### **Agenda**

- Finalise / agree website changes
- Arrangements to upload all documents to NDP website to allow Western Web to carry out an accessibility check
- agree date of next meeting / submission of documents

mm 15.10.22

## **Agenda**

- 1. Update on submission email format – any changes ?**
- 2. Agreement on how documents will be stored by Dobwalls Parish Clerk**
- 3. Agree Changes to NDP Steering group report to Dobwalls PC**
- 4. Landscape Character Statement review**
- 5. Green Infrastructure Strategy review**
- 6. Development Boundaries analysis**
- 7. Final Reg15 full submission Document Tracking table for us to complete.**
  - is any further action needed before the final document check meetings.
- 8. Agree/ edit amended September – October Submission timetable ( see over)**
- 9. Date of next meeting Monday 3<sup>rd</sup> October 7.00pm by Zoom**

# **Neighbourhood Development Plan**

Steering Group meeting

Wednesday 21<sup>st</sup> September 2022

## **Agenda**

- **Update on submission email format?**
- **Consultation Statement**
- **+ Appendix C**
- **Landscape Character Statement review**
- **Green Infrastructure Strategy review**
- **Final Reg15 full submission Document Tracking table for us to complete.**
- **is any further action needed before the final document check meetings.**
- **Agree/ edit amended September – October Submission timetable (see over)**
- **Date of next meeting Tuesday Monday 19<sup>th</sup> September 7.00pm by Zoom**

# **Neighbourhood Development Plan**

Steering Group meeting

Tuesday 6<sup>th</sup> September 2022

## **Agenda**

1. **Final check** of **Basic Conditions** document ( NPPF(2021) compliance updates)
  - a. MM still to check page numbers for Community health compliance notes.
2. **Update on submission email format?**
3. **Equalities Impact Statement review**
4. **Landscape Character Statement review**
5. **Consultation Statement review /**
6. **+ Appendices A, B, C**
7. **Final Reg15 full submission Document Tracking table for us to complete.**
8. **is any further action needed before the final document check meetings.**
9. **Agree/ edit proposed Aug –October Submission timetable ( see over)**
10. **Date of next meeting Tuesday Monday 12<sup>th</sup> September 7.00pm by Zoom**

# **Neighbourhood Development Plan**

Steering Group meeting

Monday 29<sup>th</sup> August 2022

## **Agenda**

- 1. Final check of Basic Conditions document ( NPPF(2021) compliance updates)**
  - Letter of support from StK & T PC received
- 2. Final Check of Reg15 Plan document**
  - Check on any NPPF reference in Policy or other text re 2021 updates
- 3. Review of Website update for Reg15 submission**
  - MM and SJ to report
- 4. Final Reg15 full submission Document Tracking table for us to complete.**
  - It will be really helpful if everyone could check in all the outstanding issues boxes to see if there is any further action they can take on these issues before the final document check meetings.
- 5. Agree/ edit proposed Aug –October Submission timetable ( see over)**
- 6. Date of next meeting Tuesday 6<sup>th</sup> September 7.00pm by Zoom**

# **Neighbourhood Development Plan**

Steering Group meeting

Monday 22<sup>nd</sup> August 2022

## **Agenda**

### **1. Equalities Impact statement**

- Check document

### **2. Consultation documents**

- Any further material still outstanding?
- Still awaiting copies of D&T /D PC minutes of meetings from May 2021 re NDP decisions.

### **3. Review of Website update for Reg15 submission**

- MM and SJ to meet this week?

### **4. Basic Conditions Statement**

- 2021 NPPF with policy check updates by Monday 29<sup>th</sup> August
- Letters of support for boundary changes St Keyne and Trewidland PC still needed.

### **5. Final document checking matrix for us to complete before the final submission.**

- It will be really helpful if everyone could check in all the outstanding issues boxes to see if there is any further action they can take on these issues before the final document check meetings.

### **6. Agree/ edit proposed Aug –October Submission timetable ( see over)**

### **7. Date of next meeting Monday 29<sup>th</sup> August 7.00pm by Zoom**

# **Neighbourhood Development Plan**

Steering Group meeting

Thursday 18<sup>th</sup> August 2022

## **Agenda**

### **1. Sean has produced a final document checking matrix for us to complete before the final submission.**

- It will be really helpful if everyone could check in all the outstanding issues boxes to see if there is any further action they can take on these issues before the final document check meetings.

### **2. Basic Conditions Statement**

- 2021 NPPF (see MM's emails ) we should hopefully have everyone's policy check updates by Monday 29<sup>th</sup> August ( this is August bank holiday Monday – so do we need to change the date of this meeting?)
- Letters of confirmation of Submission / boundary changes from Dobwalls, St Keyne and Trewidland PC s still needed.

### **3. Consultation documents**

- Confirm Consultation Appendices headings and contents pages/other edits
- Still awaiting copies of D&T /D PC minutes of meetings from May 2021 re NDP decisions.

### **4. Equalities Impact statement**

- Check document

### **5. Agree formatting for Website –**

- MM and SJ to meet next week to go through proposals for presentation at 5<sup>th</sup> Sept steering group.

### **6. Agree/ edit proposed Aug –October Submission timetable ( see over)**

### **7. Date of next meeting Monday 22<sup>nd</sup> August 7.00pm by Zoom**

# Neighbourhood Development Plan

Steering Group meeting

Monday 8<sup>th</sup> August 2022

## Agenda

- 1. Sean has produced a final document checking matrix for us to complete before the final submission.**
- 2. Basic Conditions Statement**
  - Generally positive response from RL but issues raised by 2021 NPPF( see MM's email )
  - Add new sections as RL suggests?
  - Letters of confirmation of Submission / boundary changes from Dobwalls, St Keyne and Trewidland PC s!
- 3. Consultation documents**
  - Confirm Consultation Appendices headings and contents pages/other edits
  - Still awaiting copies of D&T /D PC minutes of meetings?
- 4. Equalities Impact statement**
  - Check document
- 5. Agree formatting for Website –**
  - MM and SJ to meet this week to go through proposals for presentation at next week's steering group.
- 6. *Stillawaiting***
- 7. Agree/ edit proposed July-Aug July 31<sup>ST</sup> timetable**
- 8. Date of next meeting Monday 15<sup>th</sup> August 7.00pm by Zoom**



# Neighbourhood Development Plan

Steering Group meeting

Monday 1<sup>st</sup> August 2022

## Agenda

### 1. Completed/ **checked** Reg15 documents?

#### Submission documents

- **REg15 NDP Plan document**
- **Basic Conditions Statement** (awaiting RL's response)
- **Consultation Statement** ( see below)
  - **Consultation Appendix A**
  - **Consultation Appendix B**

#### Evidence base documents

- **Landscape Biodiversity and Heritage**
- **Community Facilities and Green infrastructure**
- **Housing**
- **Community Health**
- **Business and Employment**
- **Communications and Transport**

#### Supporting document

- **Landscape Character Statement**
- **Sustainability Check**
- **Equalities Impact Assessment** (8<sup>th</sup> August meeting )
- **Green Infrastructure Strategy**
- **Development Boundaries Analysis**

### 2. Basic Conditions Statement

Any response from RL?

### 3. Consultation documents

- Review main document pp39 on and
  - add Reg14 additional consult
  - + Consultation record
- Confirm Consultation Appendices headings and contents pages/other edits

### 4. Equalities Impact statement

Check for next week

### 5. Date and Print copies of all final documents for checking – can John help with this?

Will we need binding A-Z?

### 6. Agree formatting for Website –

*location of all documents etc. see MMs first run at this.*

### 7. Agree/ edit proposed July-Aug July 31<sup>ST</sup> timetable

### 8. Date of next meeting Monday 8<sup>th</sup> August 7.00pm by Zoom

Mm 31 7 22

# Neighbourhood Development Plan

Steering Group meeting

Monday 20<sup>th</sup> June 2022

## Agenda

**1. Update on meeting with Robert Lacey etc.**

MM proposes to email RL with a copy of the current first section of the Basic Conditions document and ask to set up a meeting as soon as possible. Is everyone happy for this to happen while MM is away?

**2. Update on Reg14 additional consultation**

No further responses received. Closing date 27<sup>th</sup> June.

**3. Update on Landowners information**

Can someone post landowners letters/maps?

*Document checks*

**4. Development Boundaries Analysis** *pdf now on Onedrive*

**5. Green Infrastructure Strategy** *pdf now on Onedrive*

**6. Agree/ edit proposed June-Aug June 19<sup>th</sup> timetable**

*Ailsa available Wednesday or Friday evenings over next few weeks*

**7. Date of next meeting tbc                      7.00pm Zoom meeting**

*someone else will need to set this up while MM is away!*

# Neighbourhood Development Plan

Steering Group

## Agenda

Monday 13<sup>th</sup> June 2022

### Finalisation of Evidence Base documents

**1. Update on meeting with Robert Lacey etc.**

Any comments on letters?

**2. Update on Reg14 additional consultation**

Second email sent 6<sup>th</sup> June 2022 . Only two responses so far.

**3. Update on Landowners information / email**

TK and MM have posted table of owners on Onedrive. Agree letter/maps

*Document checks*

**4. Development Boundaries Analysis**

**5. Community Facilities check?**

**6. Green Infrastructure Strategy**

**7. Communications and Transport** *changes to Trewidland roadmaps?*

**8. Agree/ edit proposed Mar-Aug May 27<sup>th</sup> timetable**

**9. Date of next meeting 20<sup>th</sup> Jun 2022      7.00pm Zoom meeting**

# **Neighbourhood Development Plan**

## **Steering group Meeting**

Monday 6<sup>th</sup> June 2022      7.00pm by Zoom

### **Agenda**

**1. Update on meeting with Robert Lacey etc.**

No further response from Robert Lacey

**2. Update on Reg14 additional consultation**

Second email sent 6<sup>th</sup> June 2022

**3. Update on Landowners information / email**

TK has posted table of owners on Onedrive. Agree letter.

**4. Housing EB edits**

Table 3.3.4 last Total of Not Agreed should be 8 (eight)

**5. Landscape Character Statement Supporting Document**

Edits from Review completed – new maps added. Saved to onedrive

**6. Communications and Transport EB review**

**Sustainability Check review**

**7. Agree/ edit proposed Mar-Aug May 27<sup>th</sup> timetable**

**8. Date of next meeting 13<sup>th</sup> Jun 2022      7.00pm Zoom meeting**

# **Neighbourhood Development Plan**

## **Steering group Meeting**

Monday 30<sup>th</sup> May 2022 7.00pm by Zoom

### **Agenda**

#### **1. Update on meeting with Robert Lacey etc.**

MM responded to Robert Lacey's email of the 25<sup>th</sup> May (already copied to everyone) and attached copies of the letters of support from Liskeard Town Council, St Keyne and Trewidland parish council and Dobwalls Parish Council.

#### **2. Update on Reg14 additional consultation**

MM has checked the responses to the 15<sup>th</sup> May email to additional consultees and drafted a second email, to be sent to those shown on the 31<sup>st</sup> May 2022 Agree ?

#### **3. Update on Landowners information / email**

TK has posted table of owners on Onedrive.

#### **4. Housing EB edits**

Any further feedback?

#### **5. Landscape Character Statement Supporting Document Review**

#### **6. Agree/ edit proposed Mar-Aug May 27<sup>th</sup> timetable**

#### **7. Date of next meeting 6<sup>th</sup> Jun 2022 7.00pm Zoom meeting**

Dobwalls and Trewidland

# **Neighbourhood Development Plan**

## **Steering group Meeting**

Monday 23<sup>rd</sup> May 2022 7.00pm by Zoom

### **Agenda**

- 1. Update on meeting with Robert Lacey etc.**
- 2. Update on Reg14 additional consultation**
- 3. Update on Landowners information / email**
- 4. Onedrive tidy up**
- 5. Feedback on Community Health edits**
- 6. Housing EB edits**
- 7. Agree/ edit proposed Mar-Aug May 20<sup>th</sup> timetable**
- 8. Date of next meeting 30<sup>th</sup> May 2022 7.00pm Zoom meeting**

Dobwalls and Trewidland

# **Neighbourhood Development Plan**

## **Steering group Meeting**

Monday 16<sup>th</sup> May 2022 7.00pm by Zoom

### **Agenda**

1. Any further action on Boundary changes? Do we need/ wish to meet with Robert Lacey?
2. Report to Trewidland Parish meeting 11<sup>th</sup> May 22
  - Trewidland Green infrastructure Strategy
3. Update on Reg 14 additional Consultation 16 May-27 June 2022
4. Review of Evidence base documents:  
**Community health EB**  
**Housing EB**
5. Agree/ amend updates to proposed Meeting Agendas May-Aug 2022
6. Time of next meeting 23<sup>rd</sup> May 2022 7.00pm by Zoom

Dobwalls and Trewidland

## **Neighbourhood Development Plan**

### **Steering group Meeting**

7.00pm by Zoom

Monday 9<sup>th</sup> May 2022

Note that the meeting of the 2<sup>nd</sup> May 2022 was cancelled

### **Agenda**

- Update on action on boundary changes implications
- Input to St Keyne and Trewidland Parish meeting 11<sup>th</sup> May 2022
- Agree revised timetable for May-August 2022
- Agree additional Reg14 consultees and emails for 16<sup>th</sup> May-27<sup>th</sup> June
- Letter to all landowners adjacent to settlement Development boundaries?
- Date of next meeting 16<sup>th</sup> May 2022 7.00pm by Zoom

Mm 8<sup>th</sup> May 2022



# Neighbourhood Development Plan

Steering Group Meeting

11<sup>th</sup> April 2022

## Agenda

1. Feedback on Reg14 missing consultees

2. Revisions to timetable

*Tues 29<sup>th</sup> March Consultation Statement doc  
Landscape Biodiversity and Heritage EB*

**Mon 4<sup>th</sup> April Business and Employment EB  
Landscape Biodiversity and Heritage EB**

**Mon 11<sup>th</sup> April Basic Conditions Statement  
Community Facilities and Green infrastructure EB**

**Thurs 21<sup>st</sup> April ? Community Health EB  
Communications and Transport EB**

**Mon 25<sup>th</sup> April Landscape Character Statement  
Housing EB**

**Mon 2<sup>nd</sup> May Sustainability Check  
Equalities Impact Check**

**Mon 9<sup>th</sup> May Development Boundaries Analysis  
Green Infrastructure Strategy**

**Mon 16<sup>th</sup> May Consultation Statement Appendices A and B Accessibility**

**Mon 23<sup>rd</sup> May Website redesign**

**Mon 30<sup>th</sup> May Agree all submission information/ letter website etc**

**Mon 6<sup>th</sup> June NDP REg15 Website live**

**Mon 13<sup>th</sup> June submit Reg15 documents to CC**

3. Basic Conditions edits

4. Community Facilities Edits

5. Date and time of next meeting

## NDP Steering Group

Meeting:  
6.30pm by Zoom

Monday 7<sup>th</sup> February 22

## Agenda

### 1. Response from Liskeard Town Council to Reg15 Plan document?

### 2. Updating all Reg15 submission documents: progress/action needed

- **Reg15 D&T NDP Plan document** **all**
- **Basic Conditions Statement** **Sean**  
Appendices:
- **Landscape Character Statement** **Tracey/ Mhairi**  
Appendices:
- **Consultation Statement** **Ailsa/Mhairi**  
Appendices: **Consultation appendix A**  
**Consultation appendix B**
- **Evidence Base documents** + updates on Issues/ opportunities
  - Landscape Biodiversity and Nature Evidence base** **Brian**
  - Community Facilities and Open Space Evidence base** **Tracey**  
Includes Green infrastructure Strategy (*full document needs to be added*)
  - Housing Evidence base** **Michael**  
Includes Development Boundaries Analysis document
  - Community Health Evidence Base** **Mhairi**  
Includes Full Equalities Impact Assessment document (Jan 2021)
  - Accessibility, Communications and Transport Evidence Base** **Sean**
  - Business Employment and Jobs Evidence Base** **Sean/ Brian**  
Includes detailed maps of boundary changes at Moorswater

### 3. Update on Website/ accessibility issues

### 4. Timetable? Suggestions on revisions to the timetable for submission will be welcome.

Date of next meeting: Wed 16<sup>th</sup> February 2022 by Zoom ?

## NDP Steering Group

Meeting: 12<sup>th</sup> January 2022 6.30 by Zoom

### Agenda

#### 1. Updating all Reg15 submission documents: progress/action needed

- **Reg15 D&T NDP Plan document** **all**
- **Basic Conditions Statement** **Sean**
  - Appendices: Designation of NDP /documents etc
  - Conformity to NPPF and CLP guidance
  - Sustainability Check
  - Compatibility with EU regulations
  - Habitat Regulation assessment
  - Equalities Impact Assessment
- **Landscape Character Statement** **Tracey/ Mhairi**
  - Appendices: *Area of Great Landscape Value update*
  - Establishing the Value of D&T Landscape*
  - Development boundaries analysis ( intro only)*
  - Parish Boundary changes.?*
- **Consultation Statement** **Ailsa**
  - Appendices: **Consultation appendix A**
  - Consultation appendix B**
- **Evidence Base documents**
  - Landscape Biodiversity and Nature Evidence base** **Brian**
  - Community Facilities and Open Space Evidence base** **Tracey**
    - Includes Green infrastructure Strategy (*full document needs to be added*)
  - Housing Evidence base** **Michael**
    - Includes Development Boundaries Analysis document
  - Community Health Evidence Base** **?**
    - Includes Full Equalities Impact Assessment document (Jan 2021)
  - Accessibility, Communications and Transport Evidence Base** **Sean**
  - Business Employment and Jobs Evidence Base** **Sean/ Brian**
    - Includes detailed maps of boundary changes at Moorswater

**2. Timetable?** Suggestions on revisions to the timetable for submission will be welcome.

**Date of next meeting: Wed 26<sup>th</sup> January 2022 by Zoom**

## NDP Steering Group

Meeting:

27<sup>th</sup> November 2021









6.30 by Zoom

## Agenda

### 1. Update on Reg 15 NDP Plan document action

### 2. Updating all Reg15 submission documents: progress/action needed

#### List of D&T NDP Reg15 submission documents

 D-T NDP Plan Reg15 documen...	2,800 KB	Adobe Acrobat Docu...	08/11/2021 14:03
 Reg15 Landscape Character draft 2nd November 2021pdf	23,028 KB	Adobe Acrobat Docu...	
 DT Basic Conditions Statement 14th Nov 2021pdf	1,835 KB	Adobe Acrobat Docu...	19/11/2
 D&T NP consultation-statement Reg15 update 19th Nov ...	6,506 KB	Adobe Acrobat Docu...	19/11
 D&T NP consultation Appendix A Reg15 19th Nov 2021pdf	4,884 KB	Adobe Acrobat Docu...	
 D&T NP Consultation Statement Appendix B Reg15 19th ...	3,088 KB	Adobe Acrobat Docu...	
 Green Infrastructure Strategy 19 11 21	8,759 KB	Adobe Acrobat Docu...	19/11/2021 :
 Development Boundaries Analysis draft 5 23 Oct 2021pdf	6,031 KB	Adobe Acrobat Docu...	

#### Evidence Base documents

 Population and Health Evidence base Reg15 draft 19 nov 2021	1,716 KB	Microsoft Office Wo...
 Community and Greenspace Evidence base Reg15 12 July 2021	8,605 KB	Microsoft Office Wo
 DT NP Transport Evidence Base report 12th July 2021	1,905 KB	Microsoft Office Wo
 Business EMPLOYMENT AND JOBS Reg15 draft 12th July 2021	533 KB	Microsoft Office Wo...
 Housing Evidence Base Reg15 draft 12 July 2021	7,694 KB	Microsoft Office Wo...
 Environment and Nature Evidence base Reg 15 12 July 2021	11,260 KB	Microsoft Office Wo...

### 3. Action needed

- **Basic Conditions Statement (updated) to be circulated for checking/ agreement**
  - Please check missing lines on Sustainability Assessment sheet ( see over)

The most up to date versions of each of the tables are now in the Basic Conditions Statement document dated 18<sup>th</sup> October 2021

- **The Landscape Character Statement** (updated Needs proof reading /agreement)
- **Consultation Statement**  
(complete but needs proof reading /agreement and sorting out contents pages)
- **Consultation appendix A** ( complete but needs proof reading / contents pages)
- **Consultation appendix B** ( nearly complete and needs proof reading/contents pages )
- **Evidence Base documents** (updated **but need to add appendices**)
  - Development Boundaries Analysis ( updated – needs proof reading / agreement )
  - Green Infrastructure Strategy ( updated -needs proof reading / agreement )

### 4. Outcome of Meeting with CC NDP officer to discuss REg 15 Submission details.

5. **Timetable** The delays so far mean that we will not be able to meet the most recent timetable. Any suggestions on revisions to the timetable for submission will be welcome.



## Agenda

### 6. Update on Reg 15 NDP Plan document

- Agree final edits to current document

### 7. Updating all Reg15 submission documents: progress

- **Basic Conditions Statement (updated) to be circulated for checking/ agreement**

- Please check missing lines on Sustainability Assessment sheet

The most up to date versions of each of the tables are now in the Basic Conditions Statement document dated 18<sup>th</sup> October 2021

- **The Landscape Character Statement ( updated)**

Will also need to be reviewed in the light of policy changes – see Management and policy lists at the end of each local section.

- Consultation Statement (still to complete update)

- Evidence Base documents ( updated)but need to add appendices)

- Development Boundaries Analysis ( updated )

- Green Infrastructure Strategy ( updated)

### 8. See proposed changes to cover pages to these documents for Reg 15 submission

### 9. Proposed meeting with CC NDP officer to discuss REg 15 Submission details. no response yet

### 10. Timetable

The delay in so far are likely to mean that we will not be able to submit the Reg 15 Documents to the Parish Council/s for approval/ support

Proposed Date of next meeting Wed 24<sup>th</sup> November 2021 6.30 by Zoom