

# Neighbourhood Development Plan

Steering Group meeting:

Monday 17<sup>th</sup> October 2022

Zoom meeting –present: Michael Taylor, Tracey Kitto, Sean Jackson, Brian Clark, Mhairi Mackie

## Notes:

### 1. Website Updates

The current website was reviewed and changes made to :

- Include current Reg15 documents where appropriate
- Add short history of consultation between 2017-2022
- Update NPPF to July 2021 version
- The website topic buttons for the following:
  - Landscape Biodiversity and Heritage
  - Housing
  - Community Facilities and Open Space Evidence base documents were reviewed.

### 2. Further Information needed

- Query on whether an additional list of steering group members post Covid19 could be added on the Information and Documentation page – need checked with Barry at Western Web.(SJ to check)
- Whether titles to 'Buttons' could be changes by Barry (WW)
- Need to add missing Agendas and Notes of NDP steering group meetings from Sept 2021 to present ( MM to supply )
- Replace the **Get Involved** text to relate to the current stage of the process (MM to supply)
- The website topic buttons for the following:
  - Community Health
  - Accessibility, Communications and Transport
  - Business, Employment and Jobs Evidence base document to be reviewed at the next meeting 20<sup>th</sup> Oct 7.00pm by Zoom

### 3 Report to Dobwalls Parish Council

- MM to complete the October 2022 report to Dobwalls PC and forward to Sean for circulation and discussion at the 19<sup>th</sup> October DPC meeting.

### 3. Date of next meeting Monday 20<sup>th</sup> October 7.00pm by Zoom

# NDP Minutes

Dobwalls and Trewidland

## Neighbourhood Development Plan

Steering Group meeting: Thursday

13<sup>th</sup> October 2022

Zoom meeting –present: Michael Taylor, Tracey Kitto, Sean Jackson, Brian Clark, Mhairi Mackie

### Notes:

- 1. Development Boundaries analysis:** completed
- 2. Evidence base documents review:** completed
- 3. Full submission checklist** /agreed
- 4. Date of next meeting Monday 17<sup>th</sup> October 7.00pm by Zoom**

Mm 15<sup>th</sup> October 22

Dobwalls and Trewidland

## **Neighbourhood Development Plan**

Steering Group meeting Monday

10<sup>th</sup> October 2022

Zoom meeting –present: Michael Taylor, Tracey Kitto, Sean Jackson, Brian Clark, Mhairi Mackie

### **Notes:**

#### **1. Documents will be stored by Dobwalls Parish Clerk**

Sean reported that he had now received the two hard drives from Dobwalls parish Clerk.

#### **2. Green Infrastructure Strategy review:** completed

#### **3. Development Boundaries analysis:** agreed that this will need a statement relating to the Parish/ Plan area changes, but otherwise that few changes should be needed to the document which was submitted to Natural England in July 2021.

#### **4. Date of next meeting Thursday 13<sup>th</sup> October 7.00pm by Zoom**

Mm 12<sup>th</sup> October 22

## **Neighbourhood Development Plan**

Steering Group meeting Monday

3<sup>rd</sup> October 2022

Zoom meeting –present: Michael Taylor, Tracey Kitto, Sean Jackson, Brian Clark, Mhairi Mackie

### **Notes:**

- 1. Agreement on how documents will be stored by Dobwalls Parish Clerk**  
Sean reported that he had not yet received the two hard drives from Dobwalls parish Clerk.
- 2. Landscape Character Statement review:** completed
- 3. Green Infrastructure Strategy review:** delayed until 10<sup>th</sup> October meeting
- 4. Development Boundaries analysis:** agreed that this will need a statement relating to the Parish/ Plan area changes, but otherwise that few changes should be needed to the document which was submitted to Natural England in July 2021. MM to review which is most recent document, and check dates of submission to Natural England in relation to Boundary change dates.
- 5. Date of next meeting Monday 10<sup>th</sup> October 7.00pm by Zoom ( unless we need to change this if Sean cannot attend!**

## **Neighbourhood Development Plan**

Steering Group meeting Monday

26<sup>th</sup> September 2022

Zoom meeting –present: Michael Taylor, Tracey Kitto, Sean Jackson, Brian Clark, Mhairi Mackie

### **Notes:**

#### **1. Update on submission email format –**

Significant changes were made to the proposed submission 'letter' and it was agreed that this letter and the other Key documents would be emailed to the Neighbourhood Planning team email at Cornwall Council. This was based on the review of the CC Neighbourhood Planning Submission Checklist document which MM agreed to circulate.

#### **2. Agreement on how documents will be stored by Dobwalls Parish Clerk**

Sean reported that agreement had been reached with the Parish Clerk that all documents would be copied onto a mobile hard drive by SJ and this drive would be held by the Clerk in advance of the Reg15 documents being forwarded to Cornwall Council

#### **3. Agree Changes to NDP Steering group report to Dobwalls PC**

Changes relating to the above issues were made to the report to Dobwalls PC and agreed. This document would be submitted to Dobwalls PC prior to their 28<sup>th</sup> September meeting

#### **4. Landscape Character Statement review**

MM reported that she and Tracey had met to agree changes to the Landscape Character Statement. The review of this document will now take place at the 3<sup>rd</sup> October meeting to allow SJ to check formatting.

#### **5. Green Infrastructure Strategy review:** delayed until 3<sup>rd</sup> October meeting

#### **6. Development Boundaries analysis:** agreed that this will need a statement relating to the Parish/ Plan area changes, but otherwise that few changes should be needed to the document which was submitted to English Nature in July 2021.

#### **7. Agree/edit amended October – November Submission timetable (see over)**

MM went through the projected timetable for the REg15 and Reg16 process after submission of the documents and agreed to update and circulate the timetable to show the current expected dates of submission and subsequent process.

#### **8. Date of next meeting Monday 10<sup>th</sup> October 7.00pm by Zoom**

Mm 1<sup>st</sup> October 22

# Neighbourhood Development Plan

Steering Group meeting

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

## Notes:

1. **Final check of Basic Conditions** document ( NPPF(2021) compliance updates)  
MM and BC have now completed the changes/ page numbers and added to the document.
2. **Update on submission email format?**  
No response so far but SJ will repeat the request for a draft letter and send again to Linda and John asking for a response before next week's Steering group meeting.
3. **Equalities Impact Statement review:** completed.
4. **Consultation Statement review** : Completed and checked for Appendix numbers
  - **Appendices A and B**, completed
  - **Appendix C** still to be checked
5. **Landscape Character Statement review** moved forward in timetable to match SJ's Tracker order. MM has now uploaded a revised and updates ( 6<sup>th</sup> September ) version to Tracey's folder on Onedrive.
6. **Reg 15 Submission documents Agreed:**  
It was agreed that the:  
**NDP Plan document,**  
**Basic Conditions document,**  
**Equalities Impact Statement**  
**Sustainability Check**  
**Consultation Statement document**  
could now be uploaded to the Reg15 Submission documents file. It was recognised that there may be additional accessibility issues which may arise during the CC compliance check, but it was agreed that would await guidance on this from CC. It was agreed that all final submission documents will have the same date.
7. **Final Reg15 full submission Document Tracking table for us to complete.**
  - is any further action needed before the final document check meetings.
8. **MM to edit proposed Aug –October Submission timetable ( see over) to match order of updated tracker.**
9. **Date of next meeting Tuesday 21<sup>st</sup> September 7.00pm by Zoom**

## Neighbourhood Development Plan

Steering group meeting

Monday 29<sup>th</sup> August

### Notes

#### NPPF2021

1. The final check of the Basic Conditions document for NPPF compliance updates was completed. **MM needs to add page numbers to the Community Health section.**
2. The Plan document was also reviewed for NPPF references and these were amended.
3. It was noted that all documents would need to be checked for NPPF 2019 references, Tracey and Sean had already started going through other documents and it was agreed that we would carry out any updates as part of the individual document reviews when we get to them.
4. It was agreed that earlier version references in Evidence base documents might need to be retained in some cases. **MM to check.**

#### CONSULTATION APPENDIX C

5. It was agreed that the new Appendix C to the Consultation document would be edited to remove sections other than the D&T PC headings, dates and attendees and the NDP relevant paragraphs to reduce the size of the document. Brian is editing. Everyone else to check.

#### FINAL REVIEW ORDER

6. It was agreed that we would **use Sean's document tracker order to review the remaining documents**

#### DOCUMENT SUBMISSION TO CC

7. It was agreed that there needed to be a draft created of the 'letter of submission' (not approval) of the Reg15 documents to Cornwall Council, and that it would be helpful if the Clerk could liaise with other Parish Clerks who had made such submissions for their own NDPs, such as John Heslith for the Menheniot NDP.

#### WEBSITE

8. The proposed changes to the NDP website were outlined and the initial changes to the Home page, to allow direct links on this page to each of the NDP documents were agreed. Further edits can be made as documents are added.
9. It was also agreed that a note should be inserted in each document to clarify that other documents referenced in the text could be located through the home page of the website.
10. It was also noted that we should need to go through the website to check for parish to Plan area and NP to NDP changes to be made.

#### DOCUMENT REVIEW TIMETABLE

11. It was agreed that we would use Sean's Document tracker list as the order for reviewing all final documents This would mean that we will focus on the Equalities Impact Statement, Landscape Character statement and Consultation statements at the next meeting on Tuesday the 7<sup>th</sup> September 2022. By Zoom.

# Neighbourhood Development Plan

Steering Group meeting

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

**Attending:** Sean Jackson, Tracey Kitto, Michael Taylor, Mhairi Mackie

Brian Clark joined the meeting later

## Notes

### 1, Equalities Impact statement

Document check completed - MM to confirm source of age statistics in demographics table.

### 2. Consultation documents

It was noted that D&T /D PC minutes of meetings re NDP decisions from May 2021 to February 2022 had been added on the onedrive( thanks Ailsa). Brian will add the remaining minutes from Feb- August 22.

It was also agreed that these minutes would be treated as Appendix C to the Consultation documents

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

MM and SJ will meet before Monday's meeting

### 4. Draft of email to CC for submission of Reg15 documents

It was confirmed that Dobwalls PC meeting had agreed that the parish Clerk would draft an email to be sent to CC, and send copies of this draft to MM and NDP Steering group members.

### 5. Basic Conditions Statement

Everyone to check 2021 NPPF changes with NDP Plan document Policy sections for updates by Monday 29<sup>th</sup> August meeting please.

Letter of support for boundary changes from St Keyne and Trewidland PC should be with us by the end of this week.

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

It was agreed to carry out final document checks in their order of importance: e.g. Plan document first , then Reg15 submission documents, then supporting documents.

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.

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

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



**Dobwalls and Trewidland Neighbourhood Development Plan**  
**Reg15 proposed submission timetable**

**26 August 22**

**Mon 29<sup>th</sup> Aug**

- Final check of **Basic Conditions** document ( NPPF(2021) updates)
- Final Check of **Reg15 Plan document**
- Report on proposed Website changes

**Tue 6<sup>th</sup> Sept** (TK is attending L&L Network meeting on Monday 5<sup>th</sup>)

- Final check of **Consultation Statement** : + Appendices A, B and C
- Final check of **Landscape Character Statement**
- Final review of **Evidence Base documents**

**Mon 12<sup>th</sup> Sept**

- Steering group Agree all website changes
- Steering group Final check of **Equalities Impact statement**  
**Development Boundaries Analysis;**  
**Sustainability Check**  
**Green Infrastructure Strategy**
- 14<sup>th</sup> Sept ST K+T Parish Council meeting – report on Reg15 report on submission to CC

**Mon 19<sup>th</sup> Sept**

- 
- 21<sup>st</sup> Sept Dobwalls PC meeting – report on Reg15 submission to CC

**Mon 26<sup>th</sup> Sept**

- Finalise Website changes

**Mon 3<sup>rd</sup> Oct**

- **Send letter / email of Reg15 submission to Cornwall Council**

# **Neighbourhood Development Plan**

Steering Group meeting

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

## **Notes**

### **1. Final document checking matrix for us to complete**

- any further action that needs to be added to the issues in future action before the final document check meetings should be sent to Sean.

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

- 2021 NPPF everyone's policy check updates by Monday 29<sup>th</sup> August meeting which has been confirmed.

### **3. Submission Documents**

- Follow up of confirmation of Submission /boundaries agreement to be raised with St Keyne and Trewidland PC by Linda Coles.
- Linda to create template/draft for Reg15 Full submission email to Cornwall Council and email to MM for agreement.

### **4. Consultation documents**

- Consultation Appendix B reviewed;
- pp41-46 need checking by MM .
- MM to resend examples of steering group process to SJ.
- Still awaiting copies of D&T /D PC minutes of meetings from May 2021 re NDP decisions.

### **5. Equalities Impact statement**

- Check document at 22<sup>nd</sup> August meeting

### **6. 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.

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

### **8. 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

**Present:** Tracey Kitto, Sean Jackson, Michael Taylor, Mhairi Mackie

**Apologies:** Brian Clark

## Notes

### 1. Document checking Matrix.

- This is now on the Onedrive for us to check. Sean has listed issues that he thinks still need addressing for each of the documents, but if everyone can check this list themselves and add any additional issues to it under the relevant heading/s, we can use this to go through the final check and sign off of the Submission documents.

### 2. Basic Conditions Statement

- Generally positive response from RL but issues raised by **2021 NPPF** (see MM's previous email ). It was agreed that all those with topic sections in the detailed compliance sections of the Basic Conditions document would check and amend any details needed:
  - Tracey Community Facilities and Infrastructure
  - Mhairi Community Health
  - Brian Landscape, Biodiversity and Heritage  
Business, Employment and jobs
  - Sean Accessibility, Communications and Transport ,  
Housing

As mentioned in MMs earlier email and attachment, there are no changes in the section headings in the contents of the 2019 and 2021 NPPF documents, however there are page changes and paragraph changes which will need to be checked. A copy of the 2021 NPPF document is now on the onedrive for reference. A Summary of Changes to the 2021 NPPF document paragraphs was attached to MM's email of the 8<sup>th</sup> August.

- The new sections proposed by RL were added to the BC document.
- Mhairi now has a copy of the Letter of confirmation of Agreement to the continuation of the D&T NDP area after the 2021 boundary changes from Liskeard Town Council, but does not seem to have copies from Dobwalls PC or St Keyne and Trewidland PC!

### 3. Consultation documents

- Consultation Appendix A headings and contents pages/other edits were completed
- Consultation Appendix B to be checked at next NDP meeting
- MM has now found the edited Minutes of D&T PC meetings which refer to decisions on the NDP and has passed these to Sean for inclusion in Appendix A

### 4. Equalities Impact statement

- Also to be checked at next meeting.

### 5. Agree formatting for Website –

- MM and SJ to meet to go through proposals for website tba.

### 6. Date of next meeting Thursday 18<sup>th</sup> August 7.00pm by Zoom

# Neighbourhood Development Plan

Steering Group meeting

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

## Notes

### 1. Basic Conditions Statement

- No response has yet been received from RL. MM to email RL to check that he received SJ's email.

### 2. Discussion of changes to proposed timetable

- Date and Print copies of all final documents for checking – It was agreed that we would not print any documents but make these available to Dobwalls PC ( and STK&T PC and Liskeard TC if required ) via a dedicated Onedrive file that included only the finalised Reg15 documents.

It was also agreed that the final Reg15 documents would be sent/ emailed to Linda Coles as she would have to send the letter of submission through to Cornwall Council. Queries about document sizes (even as pdfs) and the need for CC access to the dedicated Onedrive/ NDP website or other arrangements to be queried with Linda before next Dobwalls PC meeting.

#### a. Agree formatting for Website –

It was agreed that SJ and MM would meet separately to go through the changes and agree a way forward for discussion at the 15<sup>th</sup> August Steering group meeting. .

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

It was recognised that until we had a response from Robert Lacey we could not finalise all documents, and that website changes would also need to be completed before submission. However it was agreed to keep the current deadlines for requesting approval from Dobwalls PC at their August 17<sup>th</sup> meeting etc. until further information is available as the following DPC meeting is not till the 21<sup>st</sup> September.

### 3. Consultation documents

- a. Reviewed main document pp39 on and Consultation record completed
- b. Confirm Consultation Appendices headings and contents pages/other edits to be moved to next week

### 4. Equalities Impact statement

Check for next week

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

- SJ offered to put together a spreadsheet showing the current state of completion of all the Reg 15 submission documents

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

## **Neighbourhood Development Plan**

Steering Group Meeting –

Monday 4<sup>th</sup> July 2022

MT (Michael Taylor), BC (Brian Clark), TK (Tracey Kitto) and SJ (Sean Jackson)

Apologies MM (Mhairi Mackie) and AT (Ailsa Tween)

### **Meeting Notes**

Sustainability Assessment (now known as Sustainability Check)

- It was decided to re-name the document Sustainability Check to run in line with the whole of the document.

Areas which need further discussions -

- Do we need from Page 13 onwards in this document? To discuss with MM about removing?
- Basic Conditions – Page 10 – is in Sustainability as well – which document should it be in? Also changed C.C. to Cornwall Council on Sustainability Check document.
- SJ going to take tables from Basic Conditions and put into Sustainability document.
- Table 4 – highlighted in yellow – need original tables?
- Does MM have a Conclusion? Page 12 – we have inserted one from a recommended template.

# Neighbourhood Development Plan

Steering Group meeting

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

## Meeting Notes

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

It was agreed that to allow RL to go through our Basic Conditions Statement it was worth waiting until MM returned from Scotland to arrange a meeting. MM has emailed RL to suggest he let us know times that he would be available for a Zoom meeting after the 12<sup>th</sup> July.- preferably the 13<sup>th</sup> July between 3-5pm

### 2. Update on Reg14 additional consultation

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

### 3. Update on Landowners information

Edits were made to the Landowners letters and it was agreed to send a stamped addressed envelope with each letter to simplify responses. MM will create these letters and hopes to post them before leaving for Scotland on the 24<sup>th</sup> June. It was agreed to add a return by date of the 11<sup>th</sup> July.

#### *Document checks*

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

We went through the suggested edits and these were recorded to allow MM to complete the edit of the publisher document on her return from Scotland. TK will type up her notes and email to MM.

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

We went through the suggested edits and these were recorded to allow MM to complete the edit of the publisher document on her return from Scotland. TK will type up her notes and email to MM.

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

It was noted that Ailsa is available Wednesday or Friday evenings over next few weeks, and the group agreed to continue the weekly meeting , but to set these up to ensure that Ailsa can join.

Michael / Sean to send out Zoom invitations.

### 7. Date of next meeting Wednesday 13<sup>th</sup> July 7.00pm Zoom meeting

Mm

# Neighbourhood Development Plan

## Steering group Meeting

Monday 6<sup>th</sup> June 2022

7.00pm by Zoom

Present : Sean Jackson

Michael Taylor

Mhairi Mackie

Apologies : Tracey Kitto

Brian Clark

Ailsa Tween

### Notes

#### 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. At least one response received.

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

TK has posted table of owners on Onedrive. MM has prepared Trewidland maps and ownership lists. MM and TK to agree maps and letter.

#### 4. Landscape Character Statement Supporting Document

Edits from Review completed – new maps added. MM has not yet managed to save this to onedrive but will try again after Sean's advice.

#### 5. Communications and Transport EB review

We went through the Document and made edits, however the main issue that arose related to the road numbers in the Trewidland area, and the D&T boundary for Trewidland being shown on the relevant maps. MM agreed to check back through documents to ensure that this is accurate before next meeting.

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

**Sustainability Check review.** It was agreed to move this to the Monday 20<sup>th</sup> June meeting.

It was agreed to carry out a final check on the Community Facilities and Green infrastructure EB at the 13<sup>th</sup> June meeting.

**Consultation Appendices.** It was agreed to move these reviews to a time when Ailsa is able to attend the meeting, potentially 20<sup>th</sup> June, but we await Ailsa's confirmation that this is OK for her.

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

# **Neighbourhood Development Plan**

## **Steering group Meeting**

7.00pm by Zoom

Monday 30<sup>th</sup> June 2022

### **Notes**

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

MM has 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 5<sup>th</sup> June 2022 Agreed.

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

TK has posted table of owners on Onedrive – in Development boundaries file. SJ copied this to MM. MM and TK to agree proposed letter and landowner details with maps for posting to  
Dear landowner...

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

Any further feedback – para 3.3.4 table – number don't add up – MM to check originals

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

Review completed. MM to pick up issues raised and create final edit.

#### **6. Proposed June-Aug June 3<sup>rd</sup> timetable now produced.**

Check the 16<sup>th</sup> May version of the Transport and communications EB before next meeting  
It was agreed that Steering group could continue operating its Monday meetings while MM is away.

MM agreed to email all Reg14 additional Consultation responses to Steering group before leaving for Scotland on 24<sup>th</sup> June.

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



# Neighbourhood Development Plan

## Steering group Meeting

7.00pm by Zoom

Monday 23<sup>rd</sup> May 2022

### Notes

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

Brian, Sean, Michael and Mhairi had met with Robert Lacey, Ben Curnow and Jane Pascoe by Zoom earlier in the afternoon and raised the questions which had been raised by steering group members. Although neither Robert nor Ben could give assurances, they agreed that they thought it was very unlikely that an Independent Examiner would insist on changes to the D&T NDP boundary if, as part of the Basic Conditions Statement:

- a) We included letters from each of the affected councils ( Liskeard Town Council, St Keyne and Trewidland Parish Council and Dobwalls Parish Council) making it clear that they understood the implications of the Boundary changes on the D&T NDP and on them.
- b) Robert and Ben would come up with a form of wards which they felt would clarify the issues and which could form the basis of these responses
- c) Robert would also write a letter from CC Planning to be included in the Basic Conditions document which drew attention to the extended discussions which had taken place regarding the boundary changes, and supported the continuation of the original D&T designated boundaries as the most appropriate solution.

#### 2. Update on Reg14 additional consultation

MM reported that only one consultee so far had made contact, but that she would be sending out a second email to all additional consultees on Tuesday 31<sup>st</sup> May to remind them that their input was requested. Draft emails to be approved at the 30<sup>th</sup> May NDP Steering group meeting.

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

Both MM and TK had been developing lists of landowners and maps for the three main settlements, and TK has saved her versions to onedrive so that MM can edit and a final format and letter can be agreed at the 30<sup>th</sup> May Steering group meeting. It was agreed that these letters would be posted.

#### 4. Onedrive tidy up

Thanks to Sean all non current versions of key documents are now in folders on onedrive.

#### 5. Feedback on Community Health edits

MM reported that she had checked Davinas original copy of the Health evidence base, and that the references there were as they appeared in the current Community Health document. It was agreed to remove the references in the text to avoid confusion. MM could not edit onedrive documents on her computer and SJ kindly offered to carry out the agreed edits.

#### 6. Housing EB edits were completed.

#### 7. Minor amendments were made to the Mar-Aug May 20<sup>th</sup> timetable

#### 8. Date of next meeting 30<sup>th</sup> May 2022      7.00pm Zoom meeting

## Neighbourhood Development Plan

### Steering group Meeting

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

Present: SJ,TK, AT,MT,MM

Apologies: BC

### Notes

1. **Boundary changes?** Do we need/ wish to meet with Robert Lacey?

It was agreed that we should try to set up a Zoom meeting with Robert Lacey and Jane Pascoe to clarify the current position. There were several questions that steering group members wanted to raise to ensure that any work we are now doing is not wasted.

Action: MM to email RL and JP to check on their availability for such a meeting and report back.

2. **Report to ST Keyne and Trewidland Parish meeting** 11<sup>th</sup> May 22

MM made a verbal report to St K&T PC meeting, but also sent a short report to the PC Chair, and to Jane Pascoe (previously circulated). This made those attending aware of the current issues raised by CC to the boundary changes, but no issues were raised suggesting that agreement to these changes were going to be a problem for the PC. Armand Thoms (CC ward councillor for Trewidland) had been present at the meeting and had made clear that he was happy to assist the D&T NDP in any way he could.

There was some concern from Steering group members about the raising of the Trewidland Green infrastructure Strategy, and circulation of the Trewidland edited version of the strategy to the PC and to local people who have responsibilities relating to Public Rights of way at this stage. MM agreed that she should have checked this with Steering group members in advance but explained that she was hoping to fill in gaps in the GIS which were the result of the Covid emergency and difficulty of completing local PRow information for the Trewidland area. It was noted that the version sent out was not based on the most up to date version of the GI Strategy document.

SJ agreed to edit the StK&T parish report for forwarding to the Dobwalls PC before their next meeting.

3. **Update on Reg 14 additional Consultation** 16 May-27 June 2022

MM reported that the emails and Reg 14 document had been sent out to the 20 additional consultees agreed on 15<sup>th</sup> May 22. A record is being kept of the receipt of this email, and of responses .

4. **Review of Evidence base documents:**

The remainder of the meeting focussed on the Community Health EB edits, including the lack of correspondence between reference numbers in the text and the sources list at the end of the document. MM to check Davina's original Health documents. SJ volunteered to edit the current document to match the format of the other EB documents, before saving to the onedrive for MM for final editing .

5. **Agree/ amend updates to proposed Meeting Agendas** May-Aug 2022

It was agreed to make the Housing EB the focus of the 23<sup>rd</sup> May meeting. It was also agreed to go through the documents in the onedrive folders to help identify the most up to date documents

6. Time of next meeting 23<sup>rd</sup> May 2022 7.00pm by Zoom

## Neighbourhood Development Plan

### Steering group Meeting

Monday 9<sup>th</sup> May 2022 7.00pm by

Zoom attending : MT, TK, BC, SJ, MM.

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

### Notes

- **Update on action on boundary changes implications**  
MM reported on the action by Concillor Jane Pascoe, and the email received from Robert Lacey which seemed to reassure us that, if all parties to the boundary changes were happy to support the changes, and understood the implications in terms of the Neighbourhood Plan, there should not be a problem.
- **Input to St Keyne and Trewidland Parish meeting 11<sup>th</sup> May 2022:** it was agreed that Mhairi should attend this meeting and report on the current situation.
- **Agree revised timetable for May-August 2022:** Agreed, with some minor changes re holidays etc. It was agreed that we should move forward with the completion of the Reg15 documents as planned.
- **Agree additional Reg14 consultees and emails for 16<sup>th</sup> May-27<sup>th</sup> June:** It was agreed that we should press ahead with the additional Reg14 Consultation with the new list of consultees. MM to send out agreed emails on 15<sup>th</sup> May.
- **Letter to all landowners adjacent to settlement Development boundaries?:** MM raised the need to make contact with adjacent landowners to check current ownership of land as part of the evidence base. Tracey would try to find list of Dobwalls Landowners already created. MM to redraft letter to include reference to data protection.
- Date of next meeting 16<sup>th</sup> May 2022 7.00pm by Zoom

Mm 16<sup>th</sup> May 2022

## Neighbourhood Development Plan

Steering Group meeting -

23<sup>rd</sup> March 2022 7.00pm by Zoom

(This meeting replaces those timetabled for the 14<sup>th</sup> and 21<sup>st</sup> March)

Attending : Tracey Kitto, Michael Taylor, Sean Jackson , Brain Clark , Mhairi Mackie

### Notes:

1. Update on Document deconfliction exercise from Sean  
There was a discussion of the need to clarify how we deal with repeated information across documents to reduce editing work and simplify access to information by CC officers and External Examiner and members of the public. There was agreement that we should wherever possible use links to post 2021 support documents on the website rather than repeating information. ( see MM Document deconfliction diagram 23 3 22)  
  
This led to a Website details update from Sean who confirmed that Barry would carry out the work needed, but that this could not happen until all documents were in their final, corrected form.
2. Update on MT proofreading edits on EB documents Michael  

<b>Housing</b>	MT and MM have list of edits/ MM to make these
<b>Community Health</b>	MT and MM have list of edits/ MM to make these
<b>Community Facilities+ Green Infrastructure</b>	nearly completed MM to check duplication issues and Tracey to send final changes to MM and MT
<b>Transport etc</b>	SJ has retyped areas where clarity was poor
<b>Business etc</b>	BC has pretty well completed this
<b>Landscape, Biodiversity</b>	BC has pretty well completed this

It was agreed that the next step with all of these documents would be to go through each one with all steering group members and agree edits. This would also allow agreement of EB Introduction section formats and Issues and Opportunities conclusions all
3. Update on Reg15 main documents current status  

<b>Plan document –</b>	as this document has been agreed with Dobwalls and St Keyne and Trewidland Parish Councils and Liskeard Town Council, there should be no further changes.
<b>Consultation Statement -</b>	AT and MM have reviewed this
<b>Basic Conditions Statement -</b>	SJ Complete – apart from any accessibility issues
<b>Landscape Character Statement -</b>	TK and MM have reviewed this and made all changes

It was agreed that the next step with all of these documents would be to go through each one with all steering group members and identify duplication / agree edits - beginning with the Consultation Statement if Ailsa is available on Monday / Tuesday next week.

#### 4. Website updates

Sean

After discussion of options it suggested that we change the current home page on the NDP website to a Reg15 Document submission page which would then briefly explain the process and have links to all the Main documents and to Evidence base documents and other Supporting documents.

#### **Date of Next meeting?**

Meetings each week 28<sup>th</sup> Mar to end of April - either Monday or Tuesday evenings to be confirmed

#### **EB Document format**

- Document text should be justified
  - Font sizes as per the NDP document
    - Section Titles – Arial 16
    - Paragraph Titles – Arial 14
    - Body text – Arial 11
  - Changes to text to be in red.
- Format agreed 29.11.21

Confirm that Margins set as **Narrow** – 1.27 cm top, bottom left and right.

# Dobwalls and Trewidland Neighbourhood Development Plan

## NDP Steering Group

Meeting:

6.30pm by Zoom

Monday 28<sup>th</sup> February 2022

Attending: Tracey Kitto, Ailsa Tween, Brian Clark, Michael Taylor, Sean Jackson, Mhairi Mackie

Apologies: John Dunn

## Minutes

### 1. Response from ST Keyne and Trewidland PC to Reg15 Plan document?

- No feedback yet but TK agreed to raise this with John Dunn and check that the request (and a copy of the current NDP plan document) had been sent to St Keyne and Trewidland Parish Clerk for response.

### 2. Update on Website:

- Accessibility issues (WCAG) are still causing concern now that SJ has carried out an initial accessibility check on the Plan document and Basic Conditions Statement documents.
- With the new online web system any table or section of text which has been added to a document as a screengrab (rather than as an original table or text box) will be read by the WCAG system as a photograph/image and will not therefore be visible.
- There seem to be three issues:
  - a) There are still screengrabbed images in the document texts which are unreadable in their current form and should therefore be replaced to ensure that the documents are coherent.
  - b) To meet the requirements of the WCAG we may need to:
    - replace all screengrabbed text/ tables with original or newly created equivalents
    - All images/ photographs will need titles to allow those with limited eyesight to use the interactive software.
  - c) SJ is still awaiting confirmation from the parish clerk that he can make contact with Barry from Western Web to get further detailed advice on how we might need to proceed with bringing the website up to date.

It was agreed that:

- MM would go through the response to the request for guidance from Robert (CC NDP officer) to our meeting to discuss these issues and circulate CC responses
- MM will also go through all documents and their original tables/ text etc to identify where we can improve on the quality of the current images.
- When SJ has had a response from LC confirming that he can work with Western Web, he will make contact with Barry and discuss the detail of how any changes may need to be made, and the costs for any work by Western web to undertake this, and any other changes needed before CC submission.

### 3. Update on Reg15 submission documents: progress/action needed

- a. **Reg15 D&T NDP Plan document**    **SJ:** Complete – apart from any accessibility issues
- b. **Basic Conditions Statement**    **SJ:** Complete – apart from any accessibility issues  
Appendices:
- c. **Landscape Character Statement**    **TK/MM:** Complete - revised pressure and policy sections now added to OneDrive  
Appendices:

**d. Consultation Statement**

**AT/MM:** latest joint edit 16<sup>th</sup> February now

uploaded to OneDrive

Appendices: **Consultation appendix A**  
**Consultation appendix B**

**4. Evidence Base documents**

- SJ proposed new format for Introduction pages to Evidence Base documents was agreed.
- There was discussion on the decision on separation of supporting documents and the creation of links to these in the main EB documents. SJ proposed to set out a matrix which allow us all to see and comment on the current arrangements, but it was seen as likely that having key source reports available by link wherever they are mentioned in the EB document was better than repeating information and risking inconsistency.
- **Progress on EB documents /**
  - a. Landscape Biodiversity and Nature Evidence base** **BC** **complete**
  - b. Community Facilities and Open Space Evidence base** **TK** **still editing**  
Includes Green infrastructure Strategy
  - c. Housing Evidence base** **MT** **complete**  
Includes Development Boundaries Analysis document
  - d. Community Health Evidence Base** **MM** **complete**  
Includes Full Equalities Impact Assessment document
  - e. Accessibility, Communications and Transport Evidence Base** **SJ** **awaiting tables from M**
  - f. Business Employment and Jobs Evidence Base** **BJ** **complete**  
**but some tables** Includes detailed maps of boundary changes at Moorswater  
**were difficult to read And** **MT to read through?**
- We should look at the Issues and Opportunities sections of all EB documents at our next meeting to check consistency.

5. **List of Source reports:** MM has added what she believes to be the most up to date versions of these documents to the OneDrive.

Title	Date	On OneDrive/Comment/Query
Green Infrastructure Strategy	31 <sup>st</sup> Jan 2022	Yes
Development Boundaries Analysis	20 <sup>th</sup> Jan 2022	Is the most recent update in the Housing EB document Michael?)
Equalities Impact Statement	15 <sup>th</sup> Nov 2020	Needs updating to include revised tables MM to do
Sustainability Check	11 <sup>th</sup> Feb 2021	Check tables in BCs OneDrive files?

**6. One Drive**

Status of Documents on OneDrive/Tidy while online

**Timetable?** Can we make a submission to Cornwall Council by the end of March 2022? Let's Try!

**Date of next meeting: Monday 14<sup>th</sup> March 2022 by Zoom 6.30pm**

TK/SJ/MM 8.3.22

## Neighbourhood Development Plan

### NDP Steering Group Meeting:

Monday 7<sup>th</sup> February 22 6.30pm by Zoom

**Attendees** – Mhairi M (MM), Tracey K (TK) Ailsa T (AT), Michael T (MT), Brian C (BC), Sean J (SJ)

## Minutes

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

- It was noted that the Liskeard Town Council Meeting had been postponed from the 31<sup>st</sup> January to the 7<sup>th</sup> February, and that the D&T NDP plan was an agenda item at the meeting.
- MM asked that the response from LTC meeting should be forwarded to her as soon as it becomes available to the Dobwalls Parish Clerk.
- SJ to ask for an update from PC Clerk via email

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

Document	Owner	
Reg15 D&T NDP Plan document	All	<ul style="list-style-type: none"><li>• SJ – Now version 1.1 as maps added at Liskeard's request</li></ul>
Basic Conditions Statement	Sean	<ul style="list-style-type: none"><li>• Near completion and will require MT review</li></ul>
Landscape Character Statement	Tracey/ Mhairi	<ul style="list-style-type: none"><li>• This document has been edited and checked by MM and TK.</li><li>• Revisions have been made to the lists of Pressures and Land management and Planning associated policy lists, and these and the document should be completed by 16<sup>th</sup> February.</li></ul>
Consultation Statement Appendices: Consultation appendix A Consultation appendix B	Ailsa/Mhairi	<ul style="list-style-type: none"><li>• These documents have been checked by AT and amendments made by MM.</li><li>• The revised text is now available on the shared drive, and Ailsa will do a final check through.</li><li>• Still missing from the Consultation Appendix A are:<ul style="list-style-type: none"><li>○ the NDP Agendas and Minutes from Steering group meetings ( MM to add)</li><li>○ Minutes from Dobwalls and Trewidland Parish Council meetings at which key decisions on the D&amp;T NDP were taken. MM has asked Linda Coles for these and is awaiting copies.</li></ul></li></ul>



### 3. Evidence Base documents

There was a discussion of format and text size changes needed to the three page introduction to all the Evidence based documents. MM agreed to review these and it was agreed that this would be an agenda item for the next NDP meeting

The updating of the Issues and Opportunities sections at the end of each of the documents was also discussed and will be reviewed at the next NDP SG meeting.

The correct spelling of Boscowen was pointed out by MT

The inclusion of the appendix documents:

- Green Infrastructure Strategy
- Development Boundaries Analysis
- Equalities Impact Statement

In the Evidence base documents was also discussed and it was agreed that if the weblinks could be made to these documents in the relevant Evidence base, this would reduce the size of the main evidence base documents.

Document	Update	Owner
<b>Landscape Biodiversity and Nature Evidence base</b>	<i>Nearly there</i>	<b>Brian</b>
<b>Community Facilities and Open Space Evidence base</b> <ul style="list-style-type: none"><li>• Includes Green infrastructure Strategy (<i>full document needs to be added?</i>)</li><li>• MM reported the current Trewidland School numbers</li></ul>	<i>Nearly there</i>	<b>Tracey</b>
<b>Housing Evidence base</b> <ul style="list-style-type: none"><li>• Includes Development Boundaries Analysis document</li></ul>	<i>In progress</i>	<b>Michael</b>
<b>Community Health Evidence Base</b> <ul style="list-style-type: none"><li>• Includes Full Equalities Impact Assessment document (Jan 2021)</li></ul>	<i>Nearly complete</i>	<b>Mhairi</b>
<b>Accessibility, Communications and Transport Evidence Base</b>	<i>SJ is awaiting an amended tables from MM.</i>	<b>Sean</b>
<b>Business Employment and Jobs Evidence Base</b> <ul style="list-style-type: none"><li>• Includes detailed maps of boundary changes at Moorswater</li></ul>	<b>TBC</b>	<b>Sean/ Brian</b>

### 4. Update on Website/ accessibility issues

The decision at the last Dobwalls Parish Council meeting that Western Web could be asked to deal with the accessibility issues was welcomed. It was agreed that Western Web should be asked to advise on how long this process would take, to allow us to put this underway as soon as possible.

**Date of next meeting: Monday 28<sup>th</sup> February 2022 by Zoom**

**Present:** Michael Taylor, Sean Jackson, John Dunn, Tracey Kitto, Brian Clark, Mhairi Mackie  
**Apologies:**

## **Notes**

### **Reg 15 NDP document submission**

- Sean confirmed that he had emailed the revised edit of the Reg15 Plan Document including the Moorswater and Sewage treatment works boundary maps, to Linda Coles for forwarding to Liskeard Town Council in advance of their meeting on the 31st of January.
- It was confirmed that the PC members had confirmed that any action by Western Web to update the NDP website which might be needed to meet the WCA guidelines would be covered by the PC.
- The inclusion of the names of all those who had contributed to the Steering group in the Reg15 Plan document was also agreed.

### **Supporting documents**

The following progress was noted:

#### **Basic Conditions Statement:**

*Sean confirmed that this is complete and has been forwarded to Micheal for proofreading.*

#### **Consultation Statement:**

*Ailsa still had some queries on page numbers etc. in appendices and Mhairi agreed to contact Ailsa to go through these.*

#### **Landscape Character Statement:**

*Mhairi and Tracey had had an online session to go through edits and these were now completed. Mhairi had sent through the revised list of pressures and guidance notes linked to Plan Policies to Tracey for agreement before these are added to the Publisher document.*

### **Evidence Base reports**

Landscape Biodiversity and Heritage (Brian)  
Community Facilities and Greenspace (Tracey)  
Housing (Michael)  
Community Health (Mhairi)  
Accessibility Communications and Transport (Sean)  
Business Employment and Jobs (Sean/Brian)

## Neighbourhood Development Plan

Steering Group Meeting

26<sup>th</sup> January 2022

### Minutes

- We started with Brian and Tracey who were having similar concerns about:
  - Updating Policy numbers mentioned in documents** - *NO please leave these as they appear*
  - Clarity of images/tables** - *let Mhairi/Sean know what you need, and we will try to get better versions although sometimes the detailed information can be found elsewhere and referenced*
- **Updating of Issues and Opportunities lists**- *it was agreed these were out of date and after some discussion we agreed to leave the existing I&Os as they are for the moment, but for each of us to have a go at bringing these lists up to date, where necessary adding any more recent data between the two lists.*
- **Queries on Reg14 written comments (tables with red text near the end)**  
*Delete policy changes text box related to analysis if this is in your version*

### Date of next meeting

- To allow Michael to join us it was agreed to move the next meeting to a Monday and to allow us all time to complete our various tasks with the documents it was suggested that we meet on Monday 7<sup>th</sup> February at 6.30pm by Zoom

It was noted that some individuals – e.g. MM&Ailsa/ MM&Michael might need to have Zoom sessions before this.

## Neighbourhood Development Plan

### Steering Group Meeting

22<sup>nd</sup> December 2021 by Zoom

#### Attending:

Michael Taylor      Brian Clark  
Sean Jackson      Mhairi Mackie  
Tracey Kitto

**Apologies:** John Dunn, Ailsa Tween

#### Notes:

The meeting was held to update everyone on the progress of final proofreading and editing of all the D&T NDP submission documents for the Reg 15 Submission to Cornwall Council. All the most up to date documents had been uploaded to the Onedrive shared drive set up by Sean.

#### Basic Conditions Statement document:

Sean had gone through this and requested better copies of the CC SEA response documents for inclusion in the Appendix. It was agreed that this letter was not included in any other document.

It was also agreed that the Equalities Impact Assessment should only be included in this BCS document and not appear elsewhere else.

In principle it was agreed that all supplementary information should only be located in one place: e.g. Development Boundaries Analysis document should appear only in Housing Evidence Base, and should not be listed as a separate document.

Mhairi to provide evidence a second screening had taken place by Cornwall Council as stated in the Section 4c Conclusion on page 13 of the edited document. (see email from Sarah Furley (CC) dated 8<sup>th</sup> April 2020)

Mhairi to send Sean suggestions for title fonts for the edited document.

There was discussion of whether we should make further alterations to the format of the Sustainability Analysis or Equalities Impact tables. MM confirmed that as Cornwall Council would be checking the Reg15 document submission, they could make any suggestions about alterations that they thought necessary at that stage.

#### Consultation Statement:

Ailsa was not able to attend the meeting to report, but has subsequently confirmed that she is working on the Consultation documents.

#### Landscape Character Statement:

Tracey had had a lot of trouble with the 'publisher' format of the LCS document, and had had to print a copy, mark it up and scan her printed notes. These were now on the OneDrive system.

There was some discussion on whether the 1<sup>st</sup> of December version of the LCS document was based on the 7<sup>th</sup> January 2021 agreed Reg14 LCS document. MM agreed to check this (it was, although there are additional sections and some minor changes to text in the Dec2021 version.) Several of the Policy code numbers have changes since the Reg 14 submission, and these have not all been picked up in the document, but Tracey has checked these now.

MM has now created an updated document picking up Tracey's edits, and removing much of the Development boundaries detail (referring to the full Development Boundaries Analysis now in the Housing Evidence Base for more detail); and checking and standardising the list of policy references on page 4 and in the Planning and Management Guidelines sections. (If John Dunn could print this 6<sup>th</sup> January 2022 version and let Tracey have the hard copy to check again, it would avoid all the problems that we had with the previous publisher document.

**Evidence Base Documents:**

Mhairi confirmed that these were now all uploaded to the OneDrive shared folder.

It was agreed the Steering Group members should review and edit the EB documents for their chosen topics

**Development Boundaries Analysis:**

Michael confirmed that he had nearly finished going through the DB document. We should check that reference to this document is made clear in the Consultation document, together with English Nature's full response. The document itself will be included in the Housing Evidence base.

**Green Infrastructure Strategy document:**

Michael and Brian were finding that many of the images and tables in this document were difficult to read. Brian asked if better images could be sent/ uploaded for these and Mhairi asked that he send her a list of the ones that were proving problematic, so that she could send him originals.

**Maps of Industrial areas on Liskeard TC border:**

MM raised the question of the need for better maps in the D&T NDP Reg15 plan document to show the sites on the eastern boundary of the Dobwalls area which became part of Liskeard Town Council area after the May 2021 boundary changes.

It was agreed that the current Reg15 Plan document introduction to Boundary Changes at the start of the document was sufficient to cover this issue. However it was agreed that to be consistent, we should ask for Liskeard town Council to confirm their support for the D&T NDP submission. This would need to be organised by the Dobwalls parish clerk, preferably in advance of the LTC Planning meeting on the 10<sup>th</sup> January 2022 to avoid delays in submission of the Reg15 documents.

**Letter of Support from ST Keyne and Trewidland PC:**

We believe that StK&T PC did not meet in December, and it would be helpful if Linda (DPC parish Clerk) could remind the StK&T parish Clerk that we will need their letter of support in the coming month.

**Website :**

It was agreed that Mhairi and Sean would get together to put forward proposals to the Steering group for changes to the D&T NDP website to ensure that it best supports the Reg15 Submission.

**Date of next meeting**

It was agreed that the next NDP steering group meeting would take place at:

**6.30pm on Wednesday 12<sup>th</sup> January 2022**

This will allow us to report to the 19<sup>th</sup> January Dobwalls PC meeting.

## Neighbourhood Development Plan

### NDP Steering Group Meeting:

6.30 by Zoom









27<sup>th</sup> November 2021

## 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...

#### 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.

## Neighbourhood Development Plan

NDP Steering Group Meeting:

6.30- 9.15 by Zoom

27<sup>th</sup> October 2021

### Present

Tracey Kitto  
Michael Taylor  
Sean Jackson  
Brian Clark  
Mhairi Mackie

**Apologies:** John Dunn, Ailsa Tween, Sandy Simmons

### Notes

#### 1. Update to Reg15 NDP Plan document .

Most of the meeting was taken up by going through the final edits to the updated Reg15 document and agreeing final changes and made to the Reg15 document when agreed as the meeting progressed. The outstanding items after what was a very concentrated meeting included:

- Update and confirm page numbers
- Find and replace D&TNDP with D&T NDP
- Add to hyperlinks in document that these will change once the website has been updated when all documents are ready
- Find and replace Evidence base with Evidence Base
- The summary list of Policies with Landscape Character issues to be simplified.
- Changes to maps (Trewidland Local Green Space map to show new Development boundary etc). It was thought that we needed additional changes from John Brinkoff (CC). *(However we located the correct maps and these were forwarded from MM to SJ on Thursday 28<sup>th</sup> Oct.)*
- Order of maps in the Green Infrastructure Policy 10.5
- Formatting of Support Documents page

#### 2. Reg15 submission documents: progress report

Mhairi made a brief report on the updating of the supporting documents.

- It was agreed that the **Basic Conditions Statement** (updated) would be circulated for checking/ agreement as soon as the final version of the Reg 15 Plan document was completed and sent to both parish Councils for their information.

Steering group members will need to check documents e.g. check New policy lines on revised Sustainability Assessment sheet *(The most up to date versions of each of the tables are now in the Basic Conditions Statement document dated 1<sup>st</sup> November 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)

### **3. Proposed meeting with CC NDP officer to discuss REg15 and 16**

**Submission details.** MM had contacted Imogen Day at CC, who is no longer in the NDP support role – Imogen has subsequently passed on the request for a meeting to the Neighbourhood Planning team.

### **4. Timetable**

It was hoped that we would be able to send copies of the final Reg15 Plan to both Parish Councils before their next meetings for circulation to Councillors. It was agreed that :

- Changes to Reg15 NDP document made by SJ
- SJ to send to MM the updated final version
- MM to send to Dobwalls PC Chair/Clerk so it is ready to be agreed at the next Dobwalls PC meeting in November 2021
- MM informs Steering Group that document now in the hands of the clerk
- Dobwalls PC Clerk to formally send to the St Keyne's PC Chair/Clerk for them to confirm their continuing support and to make clear that this is for info only (this is the formal process which we need to demonstrate in the plan)

In the meantime MM will press on with final editing of the remaining documents to be updated. In the hope that all documents could have been seen by steering group members by the time of the

next SG meeting on Wed 24<sup>th</sup> November 2021 - 6.30 by Zoom.

Mm SJ TK 9 Nov 21

**No copy of the September 22 meeting Agenda or notes ( MM had computer problems)**

**NO August Meeting Minutes (MM just out of Hospital)**



## **Notes**

### **6. Update on impact of Boundary Changes**

- MM to raise this at St Keyne and Trewidland PC meeting
- Positive response from StK+T to support the NDP
- STK+T Clerk will confirm this in writing
- Need to draft new section for this in Reg 15 intro section

### **7. Update on Reg 15 NDP Plan document**

- Michael has been editing the current document
- Sean has issued a confirmed Policy changes document based on the text agreed in the 28<sup>th</sup> July meeting.

### **8. Updating NPPF/CLP and Equalities impact checks**

- It was agreed to start with the NPPF/CLP check and Equalities impact checks with the following responsible for their completion:
  - Landscape/ Biodiversity etc -Brian
  - Community Facilities – Tracey
  - Housing – Michael
  - Community Health – Mhairi
  - Transport – Sean
  - Business – Sean and Michael
- Sean will create revised matrix tables and circulate these for agreement.
- When we have completed these we can work on the Sustainability check
- These revised sections can then be added to the Basic Conditions document.

### **4.The Landscape Character statement**

- MM will review in the light of feedback/comments, and in addition the revised Development boundary maps and key view diagrams/ aerial photographs will need to be added.
- 2. The Green infrastructure map and details will need to be added as an Appendix to the LCS/ or treated as a separate document MM will send the current details to John Brinkoff to allow the creation of new maps

### **5.Timetable**

The final documents will need to be supported by both Parish Councils and submitted by Dobwalls pc as the Qualifying body. So we will need to have a complete set of documents before this can be done. This will put back the likely submission date to October 2021.

Proposed Date of next meeting Wed 25<sup>th</sup> August 2021 6.30 by Zoom