

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE STEERING GROUP MEETING  
HELD ON WEDNESDAY 13<sup>TH</sup> NOVEMBER 2013 AT 7PM  
IN THE COUNCIL CHAMBER, THE GUILDHALL, FORE STREET,  
EAST LOOE, PL13 1AA**

**REPORT TO COUNCIL**

**PRESENT:**

Chairman - Councillor D J Bryan  
Vice Chairman – Mr C Rose  
Councillors Mrs M Powell, A Toms  
Mr C Rose – Member of the Public  
Mr B Galipeau – East Looe Town Trust  
Mrs J Cole – Looe Health Centre

**IN ATTENDANCE**

Mr and Mrs Keeble – St Martins Parish Council

**OFFICERS**

Town Clerk – Mrs Anne Frith  
Assistant Town Clerk – Mrs Annette Keen

**25. APOLOGIES**

Apologies for absence were received from Councillor Gregory.

**26. TO APPROVE THE DRAFT PRESENTATION**

Mr Rose presented the proposed draft document, to be presented to all groups together with a top ten “question and answers” document, to all present and asked for approval of the drafts.

The Chairman thanked Mr Rose for all his hard work putting the draft documentation together.

Mr Galipeau stated that this can be presented according to the individual presenter. Councillor Mrs Hannaford asked for inclusion of land designation and amenity space, which was agreed.

Mr Galipeau proposed that the Draft presentation be approved, seconded by Councillor Bryan it was:

**RESOLVED**

Unanimously to approve the Draft Presentation (as attached) with the inclusion as requested.

Mr Keeble stated that St Martin’s Parish Council have the impression that this is all about planning and development.

Councillor Bryan informed that the Plan is inclusive of health service, education, general infrastructure etc.

Councillor Toms agreed and added that AGLV, AONB, OALS etc should also be included to prevent inappropriate development and we also need to look at the Conservation Area and the Article 4 Directive that relates to Looe.

Councillor Mrs Hannaford explained that local policies can be created within the Plan and would be a material planning consideration for applications.

Councillor Bryan stated that areas for development can be lifted, all that matters at the moment is the National Planning Policy Framework and Cornwall Council Core Strategy.

Mr Galipeau considered that one of the first hurdles to cross is the development area and all adjoining parishes need to agree as whatever Looe decides will have an impact on them.

Mrs Cole stated that the Looe surgery is up to capacity but Polperro and Pelynt are under used, this plan could help organise local needs.

**27. TO DISCUSS A PRESS RELEASE**

Mr Galipeau is working on a press release to explain what the Neighbourhood Plan is all about, he will circulate the draft when it is ready.

**28. TO ORGANISE A ROTA FOR PRESENTATIONS**

The list of organisations who have supplied dates was circulated and a rota for these presentations was agreed.

**29. TO ESTABLISH A CENTRAL POINT OF CONTACT**

It was agreed that the Council office be the contact and that an e-mail address be set up as: neighbourhoodplan@looetowncouncil

The Clerk was asked to contact St Ives Town Council for further information on progressing the Plan.

**30. TO REVIEW LIST OF INVITEES AND RESPONSES TO MEETINGS**

It was agreed that the response to attend meetings is disappointing and it was suggested that the Schools Governors and PTA's of both schools be invited to listen to the presentation and then perhaps attend our meetings.

It was also suggested that Stephen Foster (CNM), Sarah Arden and David Moore (Cornwall Council) all be invited to the next meeting along with all adjoining Parish Councils to answer questions regarding the area to be covered by the Neighbourhood Plan etc.

**31. TO ARRANGE A DATE FOR THE NEXT MEETING**

To be arranged.

**The Meeting closed at 8.20pm**

## Neighbourhood Plan Presentation

Good morning/afternoon/evening ladies and gentlemen.

Thank you very much for inviting me/us to your meeting to give a short presentation on Neighbourhood planning.

The presentation will take approximately 10 minutes and will be followed by questions and answers.

**It is the intention that this presentation will give you a basic insight into what Neighbourhood Planning is, why it matters and how it works.**

What is a Neighbourhood Plan?

**A Neighbourhood Plan (sometimes called a Neighbourhood Development plan) is a new way of helping local communities to influence the area which they live and work** and gives local people more power in deciding what happens in their area. It was introduced through the Localism Act 2011.

**For the first time, local people will have a major statutory say in helping to shape development and conservation in the areas in which they live.**

**Neighbourhood planning, empowers communities to shape the development and growth of a local area** through the production of a neighbourhood development plan, a neighbourhood development order or a Community Right to Build Order.

**Neighbourhood Plans will become part of the local statutory development plan** and will form the basis for determining planning applications in that area **as well as protecting green spaces.**

**A Neighbourhood Development Order enables the community to grant planning permission for the development it wishes to see.**

## **A Community Right to Build Order gives permission for small-scale, site specific developments by a community group.**

In essence, the community will be able to:

- Choose where they want new homes, shops and offices to be built
- Which green spaces they want protected
- Community facilities and recreation
- Have their say on what new buildings should look like and what infrastructure should be provided
- Grant planning permission for the new buildings they want to see go ahead

### **A Neighbourhood Plan can...**

- Decide where and what type of development should happen in the neighbourhood
- Promote more development than is set out in the Local Plan
- Include policies, for example design standards, which take precedence over existing policies in the Local Plan for the neighbourhood – providing the Neighbourhood Plan policies do not conflict with the strategic policies in the local plan

### **A Neighbourhood Plan cannot...**

- Conflict with the strategic policies of the Local Plan prepared by the local planning authority
- Be used to prevent development that is included in the Local Plan
- Be prepared by a body other than the parish or town council or neighbourhood forum

## **Why does Neighbourhood Planning matter?**

The planning system helps decide what gets built, where and when. It is essential for supporting economic growth, improving people's quality of life, and protecting the natural environment.

In theory, planning was always supposed to give local communities a say in decisions that affect them. But in practice, communities have often found it hard to have a meaningful say. **The government wants to put power back in the hands of local residents, businesses and local councils.**

**Neighbourhood planning is optional, not compulsory.** No one has to do it, if they don't want to. But we think that lots of people will want to take the opportunity, to influence the future of the place where they live or work. **If we don't produce a Neighbourhood Plan, the future of where we live will be decided from elsewhere.**

## **How does Neighbourhood Planning work?**

**There are 5 key stages** to neighbourhood planning.

### **Stage 1: defining the neighbourhood**

First, local people will need to decide how they want to work together.

**In areas with a parish or town council, the parish or town council, with the community, will take the lead on neighbourhood planning.** They have long experience of working with and representing local communities.

Town and parish councils and community groups will then need to apply to the local planning authority namely Cornwall Council.

It's the local planning authority's job to keep an overview of all the different requests to do neighbourhood planning in their area.

They will check that the suggested boundaries for different neighbourhoods make sense and fit together. The local planning authority will say no if, for example, 2 proposed neighbourhood areas overlap.

They will also check that community groups who want to take the lead on neighbourhood planning meet the right standards. The planning authority will say no if, for example, the organisation is too small or not representative enough of the local community, including residents, employers and business.

If the local planning authority decides that the community group meets the right standards, the group can call itself a 'neighbourhood forum'. (This is simply the technical term for groups which have been granted the legal power to do neighbourhood planning in a particular area.)

### **Stage 2: preparing the plan**

**Local people will need to pull together and prioritise their early ideas, and draw up their plans.**

**They can choose to draw up either a plan, or a development order, or both. It is entirely up to them.** Both must follow some ground rules:

- they must generally be in line with local and national planning policies
- they must be in line with other laws
- if the local planning authority says that an area needs to grow, then communities cannot use neighbourhood planning to block the building of new homes and businesses; they can, however, use neighbourhood planning to influence the type, design, location and mix of new development
- neighbourhood plans must contribute to achieving sustainable development

**With a neighbourhood plan, communities are able to establish general planning policies for the development as well as protection of land and open spaces in a neighbourhood.** They will be able to say, for example, where new homes and offices should be built, and what they should look like. The neighbourhood plan will set a vision for the future. It can be detailed, or general, depending on what local people want.

**With a neighbourhood development order, the community can grant planning permission for new buildings they want to see go ahead.**

Neighbourhood development orders allow new homes and offices to be built, without the developers having to apply for separate planning permission.

### **Stage 3: independent check**

**Once a neighbourhood plan or order has been prepared, an independent examiner will check that it meets the right basic standards.**

If the plan or order doesn't meet the right standards, the examiner will recommend changes. The planning authority will then need to consider the examiner's views and decide whether to make those changes.

If the examiner recommends significant changes, then the parish, town council or neighbourhood forum may decide to consult the local community again before proceeding.

#### **Stage 4: community referendum**

**The local council will organise a referendum on any plan or order that meets the basic standards.** This ensures that the community has the final say on whether a neighbourhood plan or order comes into force.

**People living in the neighbourhood who are registered to vote in local elections will be entitled to vote in the referendum.**

**If more than 50% of people voting in the referendum support the plan or order, then the local planning authority must bring it into force.**

#### **Stage 5: legal force**

**Once a neighbourhood plan is in force following a successful referendum, it carries real legal weight.** Decision makers are obliged to consider proposals for development in the neighbourhood against the neighbourhood plan.

A neighbourhood order grants planning permission for development that complies with the order. Where people have made clear that they want development of a particular type, it will be easier for that development to go ahead.

## **Funding, support & involvement**

There are several sources of advice and support for communities who are interested in doing neighbourhood planning:

**The programme will offer hands-on, practical support and grants of up to £7,000 per neighbourhood area.** Communities can submit applications from 1 May 2013.

The local planning authority is under a duty to support and obliged by law to help people draw up their neighbourhood plans.

## **What next?**

Thank you for your patience in listening to this presentation.

We now need volunteers from the various town organisations, including yours, to help and get involved. The neighbourhood plan is for Looe. Produced by the residents, businesses and organisations of Looe. Giving what we as a community want to see over the next 25 to 30 years.

**The way forward is to have a representative from each organisation feeding in how they would like to see the town develop. That is the next step.**

**Remember, if we as a community do not produce our own plan, we are at risk of having others from outside our community deciding our future for us.**

## **Questions and answers**

**We have produced a top 10 question and answer sheet for you to take away.** However we are very happy to answer any questions you may have.

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