



Friday 27 May 2016

Dear Member

A meeting of the Neighbourhood Planning Board of the Calstock Parish Council will be held on **Thursday 02 June 2016 at 1800 the Tamar Valley Centre.**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.*

#### **A G E N D A**

1. Apologies
2. Public Participation
3. Minutes of the meeting of 12 May 2016
4. Matters Arising
  - Number of bedrooms per unit/development
  - Walking the Building Development Lines
  - Information from CWT
5. Report Back on Training Event: Jane Moore, Clive Frederick Preece, David Harding
6. Open Space Audit
7. Action Plan to Move Forward
8. Date of Next Meeting

Yours sincerely

A handwritten signature in black ink, appearing to read 'Clare Bullimore'.

**Clare Bullimore**  
Deputy Clerk to the Council  
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Minutes of the **Neighbourhood Plan Strategy Board Meeting** of the Calstock Parish Council, held on **Thursday 02 June 2016**, at the Tamar Valley Centre commencing at 1800.

Those present were-

**COUNCILLORS** –Cllr Alford, Cllr Moore

Deputy Clerk Miss C Bullimore (*minutes*).

**COMMUNITY MEMBERS** – CHAIR: David Harding (Community Bus), Martin Smith (Calstock Village Hall), Jean Miller (CFS and Harrowbarrow & Metherell), Clive Frederick Preece (parishioner), Sylvia Bonsey (Calstock Churches), Tish Valva (Calstock Resident), Joan Veale (U3A).

**1. APOLOGIES**

Sam Barnes, Anna Wright, Cllr Rooker, Iain Beaumont, David Lane, Cllr Hoile.

**2. TERMS OF REFERENCE**

This was deferred until the next meeting as the TOR were not available to read.

**3. ELECTION OF CHAIR**

This was deferred until the next meeting along with the Terms of Reference.

**4. PUBLIC PARTICIPATION**

None

**5. MINUTES OF THE MEETING OF 12 MAY 2016**

**Proposal:** the minutes be approved

**Proposed:** Tish Valva

**Seconded:** Sylvia Bonsey

**RESOLUTION:** The Minutes were approved unanimously.

**6. MATTERS ARISING**

Number of Bedrooms Per Development Unit

The Deputy Clerk apologised for not having this information available at the last meeting; the Board were satisfied that the figures given in the last minutes were what they had wanted.

Walking the Building Development Lines

The groups had not been able to walk the building development lines (now known as *settlement edges*) since the last meeting. Discussion took place about the technology that Clive and Cllr Moore had used in the walk they undertook in Gunnislake. Clive offered to accompany groups to show them how he had marked the routes using a GPS device. The groups were reminded



that they need to look at the settlement edges and bear in mind that there should be enough capacity to meeting building demands for the next 5 years. The sub-groups will liaise with Clive to see if he is available to accompany them The groups are: Harrowbarrow – Jean/Glenys (Jean to ask Cllrs Jaggard, Roberts and McLachlan if they can help); Delaware- Roger will do what he can and ask Cllr Latham if she has time to help, Cllr Moore also offered to help out if need be; Calstock – Tish, Martin, Sylvia, Joan; Chilsworthy/Latchely – Cllr Irons to be asked if he will help.

#### Information from CRCC/CWT

The Deputy Clerk had disseminated information sent through from CRCC – she is still waiting for information from CWT and will chase this up.

### **7. REPORT BACK ON TRAINING EVENT – CLLR MOORE, CLIVE FREDERICK PREECE, DAVID HARDING**

Cllr Moore explained that she, David and Clive attended a workshop looking at developing planning policies. They were given a lot of handouts which will be disseminated once they arrive electronically. The training was quite overwhelming and it was clear that the language in the final plan will need to be very formal with clear evidence base. The group thanked Clive, David and Cllr Moore for going.

Following further discussions about the training, these actions were suggested:

- Ask the Parish Council if they are aware of [significant] landowners in the Parish
- Drilling down to think about what overarching policies we want to see in the plan
- The Board members to familiarise themselves with the draft Cornwall Local Plan
- Ask Cllr Hoile about the live document that the Board Members can feed into
- Look at completed Neighbourhood Plan documents from other areas

### **8. OPEN SPACE AUDIT**

The Deputy Clerk circulated information from Cornwall Council about an Open Space Audit which would cost £528. She has spoken to two other parish councils who have commissioned an OSA, both of which had said it was a worthwhile exercise especially in terms of highlighting what you have and haven't got and identifying potential areas to be used in Section 108 funding. Cllr Moore suggested the Board approach the Recreation Committee to do an initial audit of official spaces. Informal spaces may be more difficult to capture.

**Action:** Cllr Moore to approach the Chairman of the Recreations Committee about them carrying out an audit of formal open spaces.

### **9. ACTION PLAN TO MOVE FORWARD**

- Sub-groups to carry out walks on the settlement edges and capture photos and GPS markers
- Deputy Clerk to ask for something in writing from Planning Developers outlining their experiences
- Board Members to look at completed plans from elsewhere



- Deputy Clerk to send a reminder out as to the 5 topics that were important from the initial consultation and the data analysis reports for people to start thinking about formulating policy and evidence base

**10. DATE OF NEXT MEETING**

Thursday 14<sup>th</sup> July 2016, 6.00pm, Tamar Valley Centre.

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Signed: ..... (Chairman)

Date: .....