

Carlyon Parish Neighbourhood Development Plan

Consultation Statement

2016 – 2030

Produced by the Carlyon Parish Neighbourhood Development Plan Steering Group

Date document produced xxxxxxx

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Introduction

The Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 under Section 5(2). A Consultation Statement:

- (a) Contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- (b) Explains how they were consulted;

- (c) Summarises the main issues and concerns raised by the persons consulted; and
- (d) Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

This Consultation Statement summarises all the statutory and non-statutory consultation that has been undertaken with the community and other relevant statutory bodies and stakeholders in developing the Carlyon Parish Neighbourhood Development Plan. It describes how concerns have been addressed and what changes have been made to the final Plan as a result of the pre-submission consultation.

Aims of the Consultation

In the Community and Engagement Strategy produced at the beginning of the Neighbourhood Plan process, we stated that our objectives were:

- Better communication, leading to better feedback and decision-making
- Improved two-way information flow
- Better information and communication channels to enable community participation
- Increased understanding and awareness of the NP, its purpose and relevance
- The agreed vision is to maintain and enhance Carlyon Parish as a thriving and popular community with notable and distinctive characters in keeping with its residential and business communities.

Background Information to the Consultation on the Neighbourhood Plan

Summarise how the community were consulted during the development of the Neighbourhood Plan. This may include distributing surveys, attending local events, setting up a website, using social media, organising workshops and sending letters to community groups and statutory organisations.

We would suggest breaking down this section into headings and include photographs of any events, and have blank copies of surveys, posters and newspaper articles as an appendix. Below are some suggested headings.

Provide a summary of any public meetings that were held at the beginning of the Neighbourhood Planning process.

1. Neighbourhood Plan steering group

The Steering Group was formed during a Parish Council meeting held on January 11th 2017. Its first meeting was held on February 15th 2017. The terms of reference (Appendix 3) were approved at that time. Meetings would be held monthly and always open to the public. Monthly bulletins would be written and sent by email to those who asked for them and also put on the Parish noticeboards. These were also published on the NDP pages of the Parish website giving notice of dates and venues. They can all be seen in Appendix 4.

Neighbourhood Plan Steering Group Members

Neighbourhood Plan Steering Group Members	Responsibility
Graham Entwistle	Chairman
Paul Trudgian	Communications Strategy and questionnaire analysis
Frances Taylor	Treasurer until 2019
Mike Thompson	Treasurer replacing F Taylor
Juliet Aylward	Editorial content, Minutes and publicity
Robin Malcolm	Editorial content, monthly bulletins & publicity
Kim Robertson	Member – left 2018

Themed Working Groups

Working Group Members	Themed Working Group
Mike Ford	Village Design Statement (VDS) and public consultation preparation
Gail Wieringa	As above and presentation at public events.
Irene Lord	VDS research

Elaine Burgess	Document scrutiny

2. Community consultation initial survey

The initial survey (appendix 8) was delivered to every dwelling by post in June 2017. Some 737 surveys were sent out. Four weeks were allowed for the surveys to be returned in pre-paid envelopes enclosed with the survey plus a background document (appendix 11) giving more detail of the NDP process.

Some 100 business surveys (appendix 10) were delivered by hand during the month.

3. Community consultation initial survey results

118 surveys (16%) were returned. The majority of responses emphasised the importance of open spaces, the landscape and rural/coastal feel of the Parish and wanted to protect the character of the area.

4. Community consultation second survey

A second survey was conducted incorporating questions that were most relevant as shown by the results of the initial survey. This second survey was circulated in the same way as the first one in December 2017.

5. Community consultation second survey results

The response to the second survey was even stronger than to the first with 218 (30%) being returned. The strongest views related to new development being restricted to family homes, maintaining local character, preserving the coastal views, open spaces and the green boundaries. The full results of both these surveys can be seen in Appendix 12.

6. Public Engagement Events

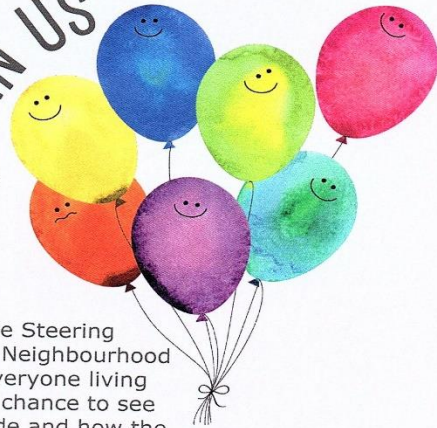
The first public engagement event was held in the Tregrehan Methodist Centre during the Duck Race day in August 2017. Despite some appalling weather a steady flow of people came in to the dry to see what we had to present.

The second major public event was held at the Porth Avallen Hotel in Sea Road on September 29th 2019. This was a huge success with 123 members of the public turning out. Invitations had been delivered to every building in the NDP area. Below

is a photo from the second event. The full set of photos are at Appendix 27 in the NDP Appendices folder.



JOIN US



for a drink and a pasty at
the **Porth Avallen Hotel**,
Sea Road
on 29th September 2019
from 6pm

This event - organised by the Steering Group of the Carlyon Parish Neighbourhood Development Plan - gives everyone living or working in the Parish the chance to see what progress has been made and how the finished plan will shape the area in the future.

Carlyon Parish **Neighbourhood Plan**

We hope to show everyone in the area - whether resident or in business - how the plans for our Parish are shaping up. This informal gathering will give you all the opportunity to see what is proposed and to make your own comments. It also gives you the chance to share a drink with your neighbours at our expense!

For an advance look at our draft policies and plans go to the Parish website
www.carlyon-pc.gov.uk
and follow the link to the neighbourhood plan pages

Detail the engagement events that you organised or the local events you attended to consult with the local community. Did you organise workshops to consult landowners or community groups. Please refer to your draft Community and Engagement Plan to help complete this section.

7. Landowner engagement event

You can outline how you consulted landowners during the development of the Neighbourhood Plan.

8. Strategic Environmental Assessment Screening opinion

The Carlyon Parish NDP Steering Group requested that Cornwall Council screen the Neighbourhood Plan for Strategic Environmental Assessment and Habitat Regulations Assessment on 10th March 2020.

Natural England, the Environment Agency and Historic England were consulted as part of the screening process. The screening opinion concluded that an SEA and HRA is not required for the Neighbourhood Plan. The decision notice is at Appendix 1 in this document.

9. Pre-submission consultation (Regulation 14) Community engagement

The Pre-Submission consultation on the draft plan proposal was held between October 15th 2020 and 24th December 2020. Hard copies of the Neighbourhood Plan were available to view at the Parish Clerk's office, The Pattern Hall, Foundry Park, Charlestown Road during the ten week consultation period. The Clerk can be contacted on 01872 501101. The documents were available to download from the parish council website during the consultation period and all relevant appendices were also available. The website address is www.carlyon-pc.gov.uk

Main Issues and Concerns Raised during the consultation

1. Community consultation second survey results

Provide information on the results of the second survey distributed to the local community.

2. Pre-submission consultation (Regulation 14) Formal Consultee engagement

Please refer to the Pre-Submission consultation guidance note for more information on the consultation stage and the contact details for the statutory organisations that you must consult as set out in the Neighbourhood Planning Regulations 2012. The formal consultee responses are set out in **appendix (insert number)**.

3. Pre-Submission consultation – Community engagement results

Please refer to the Pre-Submission consultation guidance notes for more information on the consultation stage. Summarise how many responses you received from the community and the main issues and concerns raised. The individual consultation responses received are set out in appendix **3**

Final draft Neighbourhood Plan

Once the steering group have amended the draft Plan proposal from comments received during the Pre-submission consultation, the town or parish council will need to approve the final draft before formally submitting the Plan to Cornwall Council.

The **(insert name)** NDP Steering Group have amended the draft **(insert name)** Neighbourhood Development Plan from comments received during the Pre-Submission Consultation from statutory organisations, businesses and members of the community.

The **(insert name) Parish/Town** Council approved the draft **(insert name)** Neighbourhood Development Plan proposal at their Council Meeting on **(insert date)**.

Appendices

Below are some suggested appendices you may want to include as part of the consultation statement.

- A copy of the terms of reference for the steering group
- A copy of questionnaires sent out during the consultation process
- A copy of posters, news articles, adverts, letters or leaflets distributed during the consultation process.
- Photos of consultation events
- Issues report
- Information about the working groups (what they covered, when they met)
- A table setting out members of the steering group and working groups
- A copy of the pre-submission consultation response report from Cornwall Council Officers
- Community and Engagement Strategy
- Communication flowchart (how the neighbourhood plan steering group will communicate with working groups and parish or town council)
- List of statutory organisations consulted
- List of community organisations consulted
- A summary of the consultation responses
- Copies of steering group agendas and minutes
- Copies of working group or themed group minutes
- Copies of town or parish council meeting minutes where neighbourhood plan decisions have been made

If you have any queries relating to the guidance note or you would like advice on the draft consultation statement for your neighbourhood plan please contact the Neighbourhood Planning Team e-mail neighbourhoodplanning@cornwall.gov.uk

Appendix 1 Terms of reference for steering group

Carlvon Parish Neighbourhood Plan

Steering Group Terms of Reference

1. Purpose

- a. The main purpose of the Carlyon Parish Steering Group is to oversee the preparation of the Neighbourhood Plan for Carlyon Parish in order that these will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council to become planning policy.
- b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Carlyon Parish. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Carlyon Parish
- Produce, monitor and update a project timetable;
- Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- Regularly report back to the Parish Council for endorsement of decisions taken;
- To undertake analysis and evidence gathering to support the plan production process;
- Actively support and promote the preparation of the Carlyon Parish Neighbourhood Development Plan throughout the duration of the project;
- Identify sources of funding;

- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents
- Agree, subject to ratification by the Parish Council, a final submission version of the Carlyon Parish Neighbourhood Development Plan;

4. Membership

- a. 3.1 The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.
- b. 3.2 Membership of the Steering Group will be open to the public indefinitely.

5. Decision Making

- a. The Steering Group has full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.
- b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

6. Meetings

- a. Steering Group meetings will take place monthly.
- b. Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available via the parish council website and notice boards.
- c. The Steering Group will elect a Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.

d. The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the parish council website.

e. At least 7 clear days' notice of meetings shall be sent to members via email.

f. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of 3 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

7. Working Groups

a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

b. Each working group should have a lead person from the Steering Group.

c. Members of the community will be encouraged to participate in the process at all stages.

8. Finance

a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.

b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.

c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

9. Conduct

a. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

b. Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

c. The Steering Group will achieve this through applying the following principles:

- i. Be clear and open when their individual roles or interests are in conflict;
- ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
- iii. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of the parish or town council.

11. Dissolution

- a. The Steering Group will be dissolved once its objectives have been attained and/or when at least two-thirds of its members and the parish or town council, consider its services are no longer required.
- b. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Carlyon Parish.

Appendix 2 Screening decision notice.

Robin Malcolm

Carlyon Parish NDP

robinmalcolm1@aol.com

by email

Dear Robin,



29 April 2020

Carlyon Parish Neighbourhood Development Plan – SEA and HRA Screening

As requested I have screened the Carlyon Parish Neighbourhood Development Plan (NDP) to see whether the plan requires Strategic Environmental Assessment (SEA) or Habitats Regulations Assessment (HRA.)

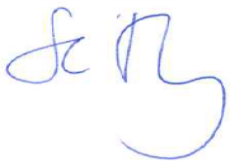
As required by the SEA regulations I produced a screening opinion report for the NDP (Pre Strategic Environmental Assessment draft) and consulted the statutory bodies: Natural England, Historic England and the Environment Agency. I also asked Natural England to confirm whether or not HRA was required under the HRA directive.

Based on the scale and location of development proposed in the draft plan, Cornwall Council is of the opinion that the Carlyon Parish NDP is unlikely to have significant effects on the environment or on European Sites and that SEA and HRA is therefore not required.

This view is confirmed by the consultation bodies and the full screening report and the responses from the Environment Agency, Natural England and Historic England are attached.

If significant changes or additions are made to your plan I would advise you to have it rescreened.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'S. Furley', written in a cursive style.

Sarah Furley Group Leader **Neighbourhood Plans** Tel: 01872 224294

Appendix 3

Pre-submission consultation (Regulation 14) Formal Consultee Responses

The table sets out the statutory organisations that were consulted during the Pre-Submission consultation stage of the Neighbourhood Plan process.

Statutory Organisation	Comment Received	Action Taken
Natural England		
Environment Agency		
Home and Communities Agency		
Historic England		
Network Rail		
Highways Agency		
Marine Management Organisation		
Three (Mobile)		
O2 and Vodafone (Mobile)		
EE Mobile		
OFCOM		
Royal Cornwall Hospital Trust		
Peninsula Community Health		
Kernow Clinical Commissioning Group		
Healthwatch Cornwall		
National Grid		
Western Power Distribution		
EDF Energy		
Wales and West Utilities		
British Gas		
South West Water		
Adjoining Town and Parish Councils		

