

# GWINEAR-GWITHIAN PARISH

## NEIGHBOURHOOD PLAN



## CONSULTATION STATEMENT

June 2016

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## **1. Introduction**

This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012. Section 15(2). Part 5 of the Regulations sets out what a Consultation Statement should contain:

- (a) 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;
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

## **2. Background leading to the Neighbourhood Plan**

### **Asking the community what they thought – April/March 2012**

Back in March and again in April 2012 the Parish Council held consultation events on various projects and ideas, one of which was Neighbourhood Planning. Two events were held on different days in different locations with pasties and a cuppa on offer to entice people out and a leaflet was sent to every household inviting parishioner's to the events. Information on this consultation can be found at **Appendix A**

### **Gwithian Towans - Deciding what was needed/different approaches – Jan/Feb 2013**

With Neighbourhood Planning being a relatively new idea with different options such as NDO's or NDP's the Parish Council looked at the Parish and what current policies could be lost as a result of the emerging NPPF and Local Plan and felt that Gwithian Towans was a special place of interest when it came to planning. It was apparent from the local community at Gwithian Towans that there was concern that specific policies protecting the Towans within the Penwith Local Plan (ie TM5 to TM8) new protections may be required. In January 2013 the Parish Council held drop in session at Gwithian to try and encourage parishioners to think about how they would like to protect the Towans area. After a series of consultations with the Gwithian Towans residents and advice from Cornwall Council it was agreed that the idea of having a Design Guide which would form part of a Neighbourhood Plan would be the best way forward. The Parish Council agreed to set up a working group with members of local community groups relating to Gwithian Towans made up of Gwithian Towans Ratepayers Association, Gwithian Towans Community Group, Towans Partnership and Gwithian Resident Association, this group went on to become the Gwithian Towans Task Group at a later date. See **Appendix B**

### **Applying for Neighbourhood Plan Area status – April/July 2013**

In April 2013 the Parish Council applied for the Parish as a whole to be given Neighbourhood Plan Area status, approval was given in July 2013. **Document 1**

### **Gwithian Towans (GT) working group**

During May 2013 the GT working group started work on a Design Study and Character Appraisal - **Appendix C** for Gwithian Towans due to its uniqueness it was felt this study was required prior to a full Design Guide being put together. A public meeting showcasing the Appraisal was held and the Appraisal received support from the Gwithian Towans community – **Appendix D**

### **Gwinear-Gwithian Neighbourhood Plan Steering Group**

After receiving confirmation in July 2013 that the Parish had been given NP status the Parish Council put together a Steering Group with 4 Councillors, the group started work on applying for grants, building up a communication strategy, 'Skills and Time Bank' form – **Appendix E** to help get the best from the community and a Project Plan.

### **3. Aims of the consultation**

The Project Plan earmarked six main consultation points (Stages) during the plan-making period that are the responsibility of the Parish Council and its Steering Group to deliver:

- C1 - *publicise intention, recruit helpers***
- C2 - *'survey' of local needs & demands***
- C3 - *consult on vision & objectives***
- C4 - *generating options/draft plan***
- C5 - *consult on draft plan***
- C6 - *consultation & pre-submission***



A copy of the project plan can be found at **Appendix F**.

As an NP is a community-led framework for guiding the future development, regeneration and conservation of an area we felt the foundation of a good neighbourhood plan is a robust programme of consultation and engagement. Effective community involvement is essential right from the beginning of the process as it will create a well informed plan and a sense of ownership. Getting the recognition, views, assistance and support of a whole range of other interested bodies and parties is also essential if the plan is to have authority and credibility. A successful Communication Strategy is a prerequisite. A copy of our Communication Strategy can be found at **Appendix G**

### **4. Programme of Consultation – the Stages**

**C1 – Stage 1 Launching the Plan – Nov/Dec 2013 - <http://www.gwineargwithianplan.org.uk/getting-started-stage-1-oct-2013/>**

The intention to prepare a Neighbourhood Plan was publicised in the Signpost and CDRA newsletters (local community led magazines which cover almost every household in the Parish), on the Parish Council website and in other media including a 'launch' leaflet drop to every household within the Parish and the local press. Its purpose was to:

- Launch the neighbourhood plan
- Show the plan-making timetable and explain the process in simple form
- Confirm that the planning process is to be community-owned and led
- Explain the role of the steering group and who is on it and why
- Emphasise the need to consult at key stages in the process
- Give details of how to find out information, make contact, keep in touch with progress
- Make a call for volunteers

#### **Method**

- Launch leaflet **Appendix H**
- Attendance at Community Group meetings
- Promotional Stand at local event
- Dedicated website – visit [www.gwineargwithianplan.org.uk/getting-started-stage-1](http://www.gwineargwithianplan.org.uk/getting-started-stage-1) to see information on this stage

#### **Timetable**

- Leaflet distributed November 2013
- Website feature December 2013
- Media feature December 2013

#### **Results/Conclusion**

We had a very good response to the launch, with 9 members of the public showing an interest, 6 of which wished to be kept informed of the plan and 3 of which could give time to be part of the Steering Group. The Steering Group was formed with the 3 parishioners and 4 Parish Councillors. The NPSG started a database of email addresses for interested parties to be kept informed as well as via the other forms of communications noted in this statement.

The Steering Group started work on a project plan, website - [www.gwineargwithianplan.org.uk](http://www.gwineargwithianplan.org.uk) and communication strategy. The group then started work on an evidence report – **Appendix H.** One of the most useful tools produced was our dedicated website which shows the community how our plan has been formed with each stage clearly defined, keeping all the documents relating to each stage in one place so even someone who hasn't been involved with the plan from the start can easily catch up on the progress we made along the way.

## **C2 – Stage 2 Survey of Needs and Demands – April/July 2014 - <http://www.gwineargwithianplan.org.uk/identify-issues-stage-2-may-2014/>**

The purpose of this major consultation was:

- To share the main findings and conclusions from the evidence base
- To test our conclusions on the bigger issues and main themes
- To fill in the key gaps in our knowledge and understanding
- To encourage and facilitate debate where it is needed
- To carry out specific consultations

### **Method**

We wanted to share our findings with the parish and engage with as many people as possible. To make it as effective as possible, we held a range of events/activities and devised a number of ways to encourage people to react and respond to what they saw and heard. This included:

- A press release to the West Briton and Cornishman newspapers and feature in the Signpost and CDRA newsletters
- Web-based publicity and social media
- A visual bite size version of the Evidence Report to try and engage people on the issues
- A community questionnaire sent to every household in the parish
- A cash prize draw to encourage responses
- Electronic version of the questionnaire
- Consultation events with pasties & strawberries and cream
- Access to the online questionnaire at the consultation events and volunteers available to help fill out/explain the questionnaire
- a survey specifically designed for businesses
- Leaflets/posters and drop-off boxes available in public places

### **Timetable**

- Programme developed in detail during March/April 2014
- Questionnaire designed and printed during April 2014
- Questionnaires delivered end of May/beginning of June 2014
- Consultation events in June 2014
- Results on website November 2014

### **Results**

The results from the community & business surveys were fed into Survey Monkey – **Appendix I.** Comments made were grouped together to form common themes.

### **Conclusion**

The Steering Group put together a conclusion document to show the community how the plan could move forward from the results of Stage 2 – **Appendix J.**

## **C2 – Gwithian Towans draft Design Guide**

Following on from the production of the Design Study and Character Appraisal for Gwithian Towans the Task Group started work on a draft Design Guide. Due to the complexity of the chalet owners with the majority of them having their permanent address outside of the Parish, a specific consultation was undertaken for chalet owners as well as our main consultations within C2.

## **Method**

The community groups involved with the Task Group have specific access to the contact details of chalet owners and the chalet owners were contacted to inform them of the consultation which took place between 17<sup>th</sup> April and the 30<sup>th</sup> May 2014 on the draft Design Guide.

- Web-based feature and social media
- Leaflets/posters and drop-off boxes available in public places
- Emails sent direct to Community Groups and chalet owners

## **Results/Conclusion**

The responses shown in **Appendix K** from the Gwithian Towans consultation were assessed by the Task Group and recommendations were put forward to the Steering Group. These recommendations helped form the final draft of the Design Guide which was presented at the Gwithian Towans C4 consultation. The draft Design Guide formed part of the Parish wide community consultation undertaken under C2 as well as here.

**C3 – Stage 3 Consult on Vision & Objectives/Second Questionnaire incl draft Settlement Boundaries - Nov 14/Jan 15 - <http://www.gwineargwithianplan.org.uk/vision-objectives-stage-3-dec-2014/>**

&

**<http://www.gwineargwithianplan.org.uk/generate-options-stage-3-dec-14/>**

The purpose of the third stage of community consultation was to:

- Report back on the response and conclusions from the C2 consultation programme
- Seek further community feedback on areas where more information is required from C2
- Share a draft vision and objectives for the Gwinear-Gwithian Neighbourhood Plan
- Set out the themes and priorities for our neighbourhood planning policies, including Settlement Boundaries
- Seek reaction/endorsement of the vision and objectives
- Invite suggestions for specific planning policies and the Settlement Boundaries
- Encourage community action and enterprise to realise the vision

## **Method**

- A feature in the Signpost and CDRA newsletters
- Web-based feature and social media
- Leaflets/posters and drop-off boxes available in public places
- Consultation events
- Emails sent direct to NP interest groups/residents who signed up during earlier stages

## **Timetable**

- Programme developed from August through to December 2014
- Leaflets and posters sent to every household/put up November 2014
- Public events carried out in early December 2014
- Consultation document & questionnaire sent to every household January 2015
- Public events carried out again in early January 2015
- Drop off boxes out until end of January 2015
- Survey monkey open to end of January 2015
- Results on website May/June 2015

## **Results**

The results from the survey were fed into Survey Monkey – **Appendix L**. Comments made were grouped together to form common themes.

## **Conclusion**

The Steering Group assessed comments made on the draft settlement boundaries taking into account any residential property which did not form part of the draft boundaries, where it could be proved that the property had residential status these were included in the boundaries ready for consultation at C4. The results of the assessment were posted on the website in June 2015 as well as at C4 – **Appendix M**

The Steering Group put together a conclusion document to show the community how the plan could move forward from the results of Stage 3 – **Appendix M**.

## **C4 – Stage 4 Gwithian Towans - Generating Options & consult on Draft Neighbourhood Plan - Aug/Sept 15**

We dedicated a section of our website for Gwithian Towans, go to <http://www.gwineargwithianplan.org.uk> and hover over the 'plan' section, you will see the Gwithian Towans section on the right hand side of our main stages

The purpose of the Gwithian Towans stage of consultation was to:

- Report back on the response and conclusions from the C3 consultation programme
- Seek agreement on our conclusion on the draft Settlement Boundaries and any representations made during C3
- Update on the draft Design Guide and any changes made **Appendix N**
- Generate draft policies using the themes
- Seek reaction/endorsement of the draft plan and specific planning policies

## **Method**

- From 10th to 23rd August 2015 – consultation/questionnaire of land owners and residents/owners of the chalets.
- Consultation event for land owners and the residents/owners of the chalets between 7pm and 8.30pm on Friday 21st August 2015 at Gwithian Church Hall
- C4 - Full formal public consultation from beginning of September.
- Emails sent direct to NP interest groups/residents/land owners

## **Timetable**

- Programme developed from June 2015 to August 2015
- Specific document for Gwithian Towans provided August 2015
- Public event carried out in August 2015
- Survey monkey open to end of August 2015
- Results on website November 2015

## **Results**

The results of the Gwithian Towans consultation can be found at **Appendix O**.

**C4 – Stage 4 Generating Options & consult on Draft Neighbourhood Plan - Aug/Sept 15 -**  
<http://www.gwineargwithianplan.org.uk/prepare-draft-neighbourhood-plan-stages-4-5-aug-2015/>

Stage 4 was an important stage within the process as we were now starting to produce our draft policies and supplementary documents such as our Open Spaces Strategy and Character Area Appraisals.

The purpose of the fourth stage of community consultation was to:

- Report back on the response and conclusions from the C3 consultation programme
- Seek agreement on our conclusion on the draft Settlement Boundaries and any representations made during C3
- Generate draft policies using the themes
- Seek reaction/endorsement of the draft plan and specific planning policies
- Ask the community for comment on the draft supplementary documents and proposal maps relating to the plan

**Method**

- A copy of the draft plan including all policies was sent to every household within the Parish along with the questionnaire. **(Document 2)**
- Electronic versions of the full plan, proposal maps and supplementary documents were available via the website
- Signpost and CDRA newsletters
- Leaflets/posters and drop-off boxes available in public places
- Consultation events
- Emails sent direct to NP interest groups/residents

**Timetable**

- Programme developed from March 2015 to August 2015
- Plan/Questionnaire and posters sent/up August 2015
- Public events carried out in September 2015
- Drop off boxes out until end of September 2015
- Survey monkey open to end of September 2015
- Results on website November 2015

**Results**

The results from the survey were fed into Survey Monkey – **Appendix P.** Comments made were grouped together to form common themes.

**Conclusion**

The Steering Group put together a conclusion document to inform the community of the results of Stage 4 – **Appendix Q.**

**C5 – Stage 5 Consult on Draft Neighbourhood Plan – Nov/Dec 15 -**  
<http://www.gwineargwithianplan.org.uk/prepare-draft-neighbourhood-plan-stages-4-5-aug-2015/>

The purpose of the fifth stage of community consultation was to:

- Report back on the response and conclusions from the C4 consultation programme
- Seek reaction/endorsement of the draft plan, specific planning policies, proposals map & supplementary planning documents
- Give the community an opportunity to sign off the draft plan ready for pre-submission consultation

## **Method**

- A copy of the draft plan including all policies was sent to every household within the Parish along with the questionnaire, the copy highlighted in yellow any additions to be made and crossed through any wording to be taken out. **(Document 3)**
- Electronic versions of the full plan, proposal maps and supplementary planning documents were available via the website, including specific documents/maps which had been changed/added since Stage 4.
- Signpost and CDRA newsletters
- Leaflets/posters and drop-off boxes available in public places
- Consultation events
- Emails sent direct to NP interest groups/residents

## **Timetable**

- Programme developed from September 2015 to December 2015
- Plan/Questionnaire and posters sent/up November 2015
- Public events carried out in November 2015
- Drop off boxes out until beginning of December 2015
- Survey monkey open to beginning of December 2015
- Results on website end of December 2015

## **Results**

The results from the stage 5 survey were fed into Survey Monkey – **Appendix R.** Comments made were grouped together to form common themes. A database of all comments made throughout all of the stages can be found at **Appendix S.**

## **Conclusion**

The results showed that 75% of those who responded agreed with the plan and supplementary documents, with 15% in disagreement and 10% either neutral or not sure. This gave the Steering Group a clear mandate from the community to start the next stage of consultation, pre-submission. The results from each of the Community Consultations have been arranged in line with the Policies as a summary of consultation evidence at **Document 4.**

## **C6 – Stage 6 Consult on Draft Neighbourhood Plan – Pre-Submission consultation – Dec 15/Feb 16**

The Parish Council has a statutory duty to ensure that consultation on the draft Neighbourhood Plan takes place for at least 6 weeks and everybody has an opportunity to see and/or hear what it contains, and to comment on it.

We ensured that:

- A number of hard copies of the draft Plan were placed on deposit for public viewing in suitable locations across the parish
- Electronic versions of the full plan as well as evidence base and community responses during the stages on the website
- in the Signpost and CDRA newsletters
- Posters in public places
- Letters to all statutory consultees, stakeholders and other groups and organisations
- Invitations to landowners who had made representations between stages 1 to 5 to meet with the Steering Group

## Timetable

Draft Neighbourhood Plan publicised and made publicly available for consultation purposes as approved as a consultation draft by the Parish Council – 18<sup>th</sup> December 2015 to 1<sup>st</sup> February 2016, extended to the 22<sup>nd</sup> February 2016 for some consultees. The consultation was advertised on the Neighbourhood Plan website and Parish Council notice boards. A list of those directly contacted is shown at **Appendix T**.

## Results

The results of the Pre-submission consultation are shown at **Appendix T**.

## Conclusion

The NPSG reviewed all the comments made and researched any queries or suggestions. The Neighbourhood Plan and Appendices have been updated to reflect the comments made. The NP shows the changes highlighted in **yellow** and ~~crossed through~~ any wording to be taken out. **(Document 5)**

The NPSG presented the NP (Document 5) as well as this Consultation Statement and the Basic Conditions Statement **Appendix U** to the Parish Council on the 6<sup>th</sup> August 2016 for approval to take it to the next stage which is Post-Submission consultation.



## Appendices

- Appendix A - Asking the Community - Website Launch & responses from 2012
- Appendix B - Different Approaches - Results of consultation with Gwithian Towans
- Document 1 - Neighbourhood Plan Area status approval letter
- Appendix C - Gwithian Towans Design Study and Character Appraisal (DS & CA)
- Appendix D - Local support for DS & CA
- Appendix E - Generating help - Skills & Time Bank form
- Appendix F - Project Plan
- Appendix G - Communication Strategy
- Appendix H - NP Launch Leaflet & Evidence Report
- Appendix I - Survey results from Stage 2 consultation
- Appendix J - Conclusion report from Stage 2 consultation
- Appendix K - Gwithian Towans Stage 2 comments
- Appendix L - Survey results from Stage 3 consultation
- Appendix M - Conclusion & Representation reports from Stage 3 consultation
- Appendix N - Amended Design Guide for Stage 4 Gwithian Towans consultation
- Appendix O - Results from Stage 4 Gwithian Towans consultation
- Document 2 - Draft NP Policies Stage 4
- Appendix P - Survey results from Stage 4 consultation
- Appendix Q - Conclusion report from Stage 4 consultation
- Document 3 - Draft NP Policies Stage 5
- Appendix R - Survey results from Stage 5 consultation
- Appendix S - Summary of community consultation evidence - stages
- Document 4 - Summary of community consultation evidence - policies
- Appendix T - List of consultees for Pre-submission Stage 6 and their responses
- Document 5 - Draft NDP – Post Submission copy
- Appendix U - Basic Conditions Statement



**Gwnear-Gwithian Parish Council**  
Report - November 2012

**Gwnear-Gwithian Parish Neighbourhood Plan**  
You should have received your Stage 3 Consultation Questionnaire regarding Settlement Boundaries amongst other things. Please contact the office if you have not received a paper copy, alternatively you can fill out the questionnaire online by visiting <http://www.gov.uk/your-parish-council/your-parish> and following the link at the bottom of the webpage. The questionnaire must be returned by 31<sup>st</sup> January 2013.



**Volunteers sought to shape future of Gwnear-Gwithian parish**

By **GRAHAM JOYCE** December 10, 2012



Volunteers sought to shape future of Gwnear-Gwithian parish. [Gwenton.co.uk](#)

Volunteers are being asked to come forward to help shape the future of Gwnear-Gwithian Parish. The parish council is launching its Neighbourhood Plan and are looking for residents in the village to make their opinions heard. Gwnear-Gwithian has been granted approval as a designated Neighbourhood Plan area, which means residents will be able to choose what they want to see in terms of development and what infrastructure should be provided. Brian Pocock, chairman of Gwnear-Gwithian Parish Council, said there is a lot of local knowledge in the area which he hopes can be used effectively to create a plan residents will be happy with. "We have set up a Steering Group and will need volunteers which can include gardeners, business leaders and other interested parties to make progress help prepare our Neighbourhood Plan over the next couple of years." Mr Pocock said he will take up to 18 months to complete the plan, which has to be formally submitted and examined before gardeners are given the chance to vote to implement it. The parish council recently launched a new website to try to attract new and engage more people in the work they are doing. A meeting for all the major office plan will be held on the website, along with information regarding committee meetings and ways that the local community can get involved. For more details about the plan visit [www.gwnear-gwithian.org.uk](http://www.gwnear-gwithian.org.uk) or contact the Neighbourhood Plan Steering Group on 01209 610116.



**Gwnear-Gwithian Parish Council**  
Report - April-May 2013

**Note from the Chairman**

Last time I wrote that "election fever grips the Parish" - well, maybe not quite but there was a 39% turnout to vote and we welcome Lizzy Payne back as our Divisional Member and look forward to working with him for the improvement of our Parish over the next 4 years. Similarly, we now have a full complement of Parish Councillors - 12 in all - and welcome Jenny Tovey to the Gwnear Ward and James Crocker and Michael Smith to the Gwithian Ward. We also say goodbye to Anthony Young who was up until the beginning of May, one of the longest standing Councillors for the Parish and thank him for all his hard work especially as matters of roads and transportation. I have also been voted Parish Council Chairman for another year.

The 2 big challenges facing the Parish are spending and planning/development. The PC will be looking to successfully resolve to help with both issues. The more challenging and much bigger project is planning. The PC recently resolved to construct a Neighbourhood Plan, covering the whole Parish. This is a new tool in the Government's revised planning rules and allows communities to shape how their area might look in 15-20 years time but it is necessarily-driven, not Cornwall Council driven. Thus it will need you all to participate - and will likely take 7-8 years to carry out. As a start to this, the PC has identified the unique nature of the climate on Gwithian Tors as especially "at risk" from inappropriate development so has commissioned a Design Study to identify and describe in planning language exactly what it is that is unique. The study has produced fascinating results that have been a team effort with the Gwithian Tors community groups. The next step will be to put this on a formal footing and the terms of the PC and local community together will consult with a wider group of stakeholders (landowners, Cornwall Council etc) resulting in a Design Guide which will be adopted by Cornwall Council as binding policy. This style of community involvement in decision-making will be the bedrock of the Neighbourhood Plan as each of the areas in our diverse Parish will need to form a group to take on this task. Doing a Neighbourhood Plan is optional but the PC senses that participatory was a lesson in how the plan might look for our children? Brian Pocock, Chairman GGPC 14.09.13



**NEIGHBOURHOOD PLAN LEAFLET**

You should find an important leaflet delivered with this issue of the Newsletter. This is part of the Neighbourhood Plan development and ties in with the Consultation taking place on December 13 (see pages 14, 15 and Diary).

The enclosure contains two items of considerable significance for all residents - the Draft Vision & Objectives, and the Draft settlement boundary maps.

The future character and shape of our village depends on the Neighbourhood Plan so the view of every resident is vital - please respond to the consultation with your opinion.