

Mevagissey Neighbourhood Development Plan

Consultation Statement 2017 – 2032

Produced by the Mevagissey Neighbourhood Development Plan Steering Group

09 May 2017

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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 Mevagissey 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:

- Improve infrastructure for the fishing industry and underpin tourist, agriculture and service industries by protecting the Area of Outstanding Natural Beauty (AONB) and maintaining and enhancing the distinctive character of the Village and its surroundings. The whole area of this NDP is AONB.
- Positive management of new development to minimise the impact on the landscape and on the cherished Conservation Area and harbour.
- Provision of housing to meet local need.
- Ensure a balanced approach to carbon reduction and energy provision.
- Support for the retention of the existing services valued by the community.

Background Information to the Consultation on the Neighbourhood Plan

The process of arriving at a complete Neighbourhood Development Plan has taken around four years. Meetings with key stakeholders began in October 2012 followed by a research programme exploring historic patterns, community demographics and associated factors.

Initial public meeting

The first public meeting was held 8th March 2013.

From the outset, attendance at NDP information events, public consultation within the community and engagement with officers of Cornwall Council has featured strongly.

Exemplars of current practice were avidly sought and reviewed in order to gain insight on how similar issues were being explored and the context within which they were presented. At this stage there was no Local Plan and consequently other local plans were reviewed as well as progress towards the Cornwall Local Plan being monitored.

A meeting of interested parties was held 20th December 2012. A Steering group was formed from Parish Councillors and interested members of the community in March 2013.

The physical scope of the NDP was agreed to be the Parish of Mevagissey and once approved, work of building an evidence base was begun.

A budget was established and application successfully made for funding.

Key element of traditional and potential concern were investigated, land owners interviewed and meeting held with interested parties (Harbour Board, Community Groups etc.).

A major community survey was designed and commissioned. This survey was successful in receiving a 52% response rate. Other surveys followed with farmers, commercial outlets and others. A number of public meetings were undertaken to report progress and receive further input.

Annex 2 of the NDP details the various activities which informed the process, as outlined below.

Many legacy issues were identified and current concerns/opportunities discussed with community groups (2012-14) and presented in a questionnaire circulated in February 2015 to all residents (see the Mevagissey Residents' Survey – Annex 6 of the NDP). The response (52%, 521 respondents) provided a strong mandate for policies, which were presented in the form of a draft plan for consultation online and through a public meeting spanning two days in October 2015 at which 200 residents attended.

Reaction to the draft plan was it is balanced and taking into account the views of the village, maintaining traditional values, preserving our countryside and the

future needs of the village and the preservation and enhancing the special nature of the villages of Mevagissey and Portmellon.

The earlier consultation process confirmed that the majority did not want more residential homes built, for sale on the open market and definitely not for 'second-home' ownership. There was however support for affordable homes provided eligibility was restricted to those with a local connection.

The most important issue for the NDP to address was the 'conservation of the character of the village, its old buildings, harbour and fishing heritage'. There was also significant support for safeguarding the village open spaces, areas of special character, the open countryside and the coastline.

There was positive support for the development of the tourist industry, protection from flooding, protection for the outer harbour and the improvement of existing buildings that have fallen into disrepair.

There was no significant support, or negative attitudes, to the relief road, changes to the harbour access, industrial/business units any type of energy generation except those focused on individual houses and offshore tidal and wave energy exploration.

There was apparent tolerance for the existing traffic situation in the village but concerns expressed about the impact of any increases in traffic movement in the centre of the village. Parking is included in this tension.

1. Neighbourhood Plan Steering Group Membership

Neighbourhood Plan Steering Group Members	Responsibility
Garth Shephard	Chair of Steering Group and Parish Councillor
Michael Roberts	Chair of Parish Council
Matt Facey	Vice Chair of the Parish Council
Jane Morgan	Public Relations - Parish Councillor
Sue Lydeard	Environment
Christine Leiser	Fund-raising
John Whatty	Digital promotion – Parish Councillor
Colin Harris	Harbour Board representtaive
Nigel Florence	Housing – Parish Councillor
Gordon Kane	Historic - Mevagissey Museum
James Mustoe	Ward Member – Cornwall Council
David Sycamore	Ordinary member
Jane Blackmore	Ordinary member
Geoff Way	Ordinary member

2. Community consultation initial survey

The Parish Council designed the questionnaire and covering letter in consultation with Marketing Means (appointed as advisors and responsible for distribution and analysis) during January 2015. Once the content was agreed, Marketing Means prepared the paper versions prepared for final sign-off.

Marketing Means also programmed an online version of the questionnaire. This enabled recipients of the postal survey invitation to log in to a hosted survey site using a unique password, given to them in their copy of the covering letter.

Mevagissey Parish Council supplied Marketing Means with the list of postal contact details for all residential addresses held by the Parish Council. Including a small number of additional addresses that were added during fieldwork, the survey was posted to a total number of 958 households. Each was given a unique serial number and online access code.

Marketing Means distributed the first batch of questionnaires on 3rd February 2015, and issued a reminder mailing to addresses that had not yet returned a questionnaire on 17th February 2015.

As no residents' details, whether names or numbers living at a property, were recorded in the sample file, the Parish Council agreed that more than one questionnaire could be accepted from an address.

In practice, Marketing Means allowed two postal responses from a household, and one online response even if a postal response had also been received from a given household, as long as the gender/age combination for the two returned questionnaires was different.

Marketing Means received no more than two valid replies from any household.

By the closing date of Monday 2nd March 2015, the number of returns received was as follows:

Households in sample list 958

Number of unique postal responses 472

Number of postal responses accompanying another postal or online response 21

Number of unique online responses 19

Number of online responses accompanying a postal response 9

TOTAL QUESTIONNAIRES RECEIVED 521

RESPONSE RATE AMONG HOUSEHOLDS

(i.e. counting two completed questionnaires from a household as one return only)

51.3% (491 households)

3. Community consultation initial survey results

Very strong support (very or fairly important) was expressed for

Protecting the coastline (94%)

Protecting open spaces (93%)

Improving architecture (91%) ie caring about the appearance of buildings

Including Areas of Special Character (85%)

Supporting year-round use of outer harbour (84%)

Restricting affordable homes for locals (84%)

Restricting new homes for prime occupancy (74%)

56% wanted no more housing and 25% wanted no more affordable homes.

4. Public Engagement Events and resulting comments

25 Oct 2012 consultation with Harbour Board

08 Mar 2013 Public Meeting (NP120)

- This meeting outlined the purpose of NDP and plans for a Mevagissey NDP.

07 Nov 2013 Discussion with principal land owner (Tremayne Estates, NP77)

- preserve MAC playing field from development
- potential to develop derelict buildings for commercial use
- plant trees on hedgerows dividing fields
- flash flood protection by sequence of small barriers on Cheesewarn stream

Jan 2014 Land Use survey SmithsGore (not a public document)

11 Nov 2014 Women's Institute consultation (NP46)

- Affordable homes should be truly affordable.
- The majority of affordable homes should be for rent.
- The number of affordable homes planned for the next 15 years should exceed 50.
- A ten-unit retirement home or warden-controlled community should be provided.

20 Nov 2014 Parochial Church Council consultation (NP46)

- Demolition of derelict listed building - Tall Trees/The Hollies considered desirable. Post meeting note: Preapp Planning Application submitted.
- Car Park (plot 3) - possibility of joint development?

14 Nov 2014 'Open Doors' community group consultation (NP47)

- Second homes - desire to see restrictions applied to new housing.

- Hollies (Tall Trees) hotel site - regardless of listed status most would like to see the building demolished and the site redeveloped. See post meeting note above.
- Affordable homes for all ages - requirement for warden controlled or other sheltered housing to be provided in the village centre.
- Preference for consultation meetings to be held in village centre rather than at the MAC. Post meeting note: subsequent public consultations relocated to Jubilee Hall or Methodist Church, both in centre of village.

10Dec 2014 Public Engagement Meeting (NP62)

- This meeting explained the purpose and progress of the NDP. After an introduction, the meeting took the form of a question/answer session.

11Feb 2015 Parents and Teachers at Primary School and 'Little Nippers' Pre-school (NP70)

- Key issues were those of direct impact to those who owned a residence. Specifically, Area of Special Character and (unwanted) restrictions to development.
- Main topic by parents was location of proposed development (NIMBY)
- Preservation of cliff top from development
- Head Teacher wanted more housing to sustain/enhance local intake

26 Feb 2015 Interview requested by key business owner (NP76)

- More open space
- Existing commercial premises earmarked as general commercial sites
- Beaches to be made more accessible (via boardwalks)
- Seascape to be included
- No need for park and ride

28/29 Mar 2015 Public meeting (NP71).

- This meeting presented the results of the residents' postal survey circulated in February 2014. The survey response rate was 52% with 521 responses from 958 households circulated.

Jun 2015 Farming door-to-door survey - 75% response rate (NDP associated document)

Jul 2015 Commercial and business hand delivered survey - 25% response rate (NDP associated document)

17/18 Oct 2015 two-day public meeting to review NDP proposals and landscape survey - 210 attendees with 11 recorded comments during the event and 19 feedback forms.

The consultation was kept open online for six weeks until the beginning of December.

November/December 2015 landscape survey. This survey established preference for three areas on the parish - see Annex 3 of the NDP.

5. Landowner engagement events

Meeting with rural landowner 07 Nov 2014

Full farming survey October 2015

See above (section 3).

See also NDP Annex 4 Farming Survey

6. Strategic Environmental Assessment Screening opinion

Please refer to the Strategic Environmental Assessment (SEA) guidance note for more information. You will need to set out when you asked Cornwall Council to screen your Neighbourhood Plan for SEA and the result of the screening opinion.

The Mevagissey NDP Steering Group requested that Cornwall Council screen the Neighbourhood Plan for Strategic Environmental Assessment and Habitat Regulations Assessment on 17 Nov 2015 (email to Sarah Arden, Principal Planning Policy Officer, Strategic Policy Team, Cornwall Council).

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.

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

The Pre-Submission consultation on the draft plan proposal was held between 17 October 2015 and 05 Dec 2015. Hard copies of the Neighbourhood Plan were available to view at St Andrews Church, Mevagissey during the six week consultation period. The documents were available to download from the town or parish council or Neighbourhood Development Plan website during the consultation period.

See Annex 2 of this document.

8. Main Issues and Concerns Raised during the consultation

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

A conservation area and management plan (Historic England) is included in the NDP under the 'Future Action' section, 6.2.1.

Security and operational issues (Devon and Cornwall Police) have not been addressed as they are considered outside the scope of the NDP.

Statutory organisations were consulted as set out in the Neighbourhood Planning Regulations 2012. The formal consultee responses are set out in Annex 2 of the NDP together with the associated references listed in the NDP.

2. Pre-Submission consultation – Community engagement results
The weekend presentation of 17/18 Oct 2015 was attended by over 200 residents, who were generally supporting of the NDP contents and policies.

Some comments were outside the scope of the NDP and some comments were mutually contradictory.

Opinions generally reflected survey results. In one key case, the policies were not seen to be presented with sufficient evidence and argument (e.g. second homes). Further emphasis has been placed on this policy with extensive evidence for support. The NDP has subsequently been rewritten to reflect Cornwall Council Planning Department desires to see common issues addressed within the same policy area and to reflect the desire from community consultation for a simpler and summarised presentation.

Details are in Annex 2 of the NDP.

9. Final draft Neighbourhood Plan

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

The Mevagissey NDP Steering Group have amended the draft 0.9 Neighbourhood Development Plan from comments received during the Pre-Submission Consultation from statutory organisations, businesses and members of the community.

The Mevagissey Parish/Town Council approved issue 1.0 of the Neighbourhood Development Plan proposal at their Council Meeting on 20 April 2017 (Minute Item 13).

Extensive details of consultations together with maps and images from events can be found in the Mevagissey NDP, Associated Documents and Annexes as follows:

Appendices in the NDP

A1 Maps

A2 Public Consultation

A3 Landscape survey and results

A4 Farming Survey

A5 Commercial and new business assessment

A6 Resident survey and results

A7 Areas of Special Character

A8 Second homes and sustainability - prime residence and affordability

A9 Local AONB Assessment

A10 Five year housing forecast

NDP Associated documents

- Commercial and Business opportunities

- Historical Perspective
- The need for Affordable Rental Housing survey results
- Presentation – Architectural Exemplars
- Special Places
- Landscape Assessment

Annex 1

Terms of Reference Mevagissey Neighbourhood Plan

Abbreviations

CC = Cornwall Council

NDP = neighbourhood development plan

PC = Mevagissey Parish Council

PAE = Planning Aid England

SG = NDP steering group

1. Background to the SG Terms of Reference

1.1 The PC is the qualifying body for producing a NDP for the Mevagissey neighbourhood area.

1.2 The PC has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function.

1.3 The PC has delegated responsibility for the plan-making function to the SG.

1.4 These terms of reference are intended to guide the operation of the SG.

2. Purpose of the SG

2.1 To develop and implement a process that will produce a draft NDP ready for public consultation.

2.2 To make amendments to the draft NDP (as necessary following the public consultation) that result in a final NDP ready for submission to CC.

2.3 To support the PC, as necessary, during external examination of, and referendum for, the final NDP.

3. Outputs of the SG

3.1 A credible and robust NDP for Mevagissey that:

3.1.1 defines the spatial planning policy priorities identified by the community;

3.1.2 takes into account all representations made during the plan-making process;

3.1.3 has regard to all relevant existing plans and evidence.

3.1.4 commissions or otherwise acquires evidence to support all recommendations in the NDP

3.2 An appropriate delivery plan (project plan) that sets out, where relevant, the means by which these policy priorities will be implemented. This will include associated lead times plus estimated costs and potential funding sources.

4. Process Tasks

4.1 The following process steps (taken from Locality's 'Neighbourhood Plans Roadmap Guide) provide a summary of the tasks to be undertaken by the SG.

Locality is the leading nationwide network for community-led organisations. - See more at: <http://locality.org.uk/#sthash.cKw2VA2s.dpuf>

4.1.1 Build an evidence base to support the NDP.

4.1.2 Secure community engagement and involvement in the NDP process.

4.1.3 Establish themes, aims, vision and options for the NDP.

4.1.3 Provide for relevant, robust and sustainable policies.

4.1.4 Write a draft NDP ready for public consultation.

4.1.5 Arrange for a public consultation on the Draft.

4.1.6. Make amendments to the draft NDP (following the public consultation) in order to produce a final NDP

4.1.7 Submit the final NDP to CC for external examination and referendum

4.2 Tasks may be supported by external parties such as: CC; Locality; PAE; Cornwall Rural Community Council; Campaign for the Protection of Rural England; parishioners and other members of the community; plus other resource that the SG and PC choose to deploy.

5. SG Membership

5.1 The SG will be constituted of the following members.

5.1.1 Core Members: at least four drawn from Parish Councillors and four parishioners; one vote per member.

5.1.2 Organisation Members (if any): interests are primarily parish or community based rather than the commercial or other vested interests of the organisation; one vote per member. Examples: Mevagissey Community Primary School, St Peter's and St Andrew's Parochial Church Councils.

5 Business/Landowner Members (if any): have clear business/commercial/ financial interests which are not primarily parish or community-based but whose contribution to the SG and the neighbourhood plan could be invaluable; non-voting.

5.1.4 Advisory Members (if any): willing to contribute and advise in the interests of the parish on the basis of their technical/professional knowledge, experience or qualifications; non-voting.

5.1.5 SG Clerk: the Clerk to Mevagissey Parish Council; non-voting.

5.2 The SG Clerk will maintain an up to date record of all SG members, their interests and role on the SG (see example template at Appendix 1).

5.3 Appointments to the SG (e.g. to replace a member who has resigned or to bring in additional expertise) can be decided by the SG except for the position of Chairman of the SG, which can be suggested to the PC and approved by the PC at its next formal meeting.

5.4 Members wishing to resign from the SG are requested to notify the Chair and/or the SG Clerk in writing.

6. Roles and Responsibilities

6.1 The Chair of the SG will be appointed by the PC and the Chair of the PC shall be part of the SG and act as Vice Chair to the SG.

6.2 Administrative and advisory services will be provided by the SG Clerk whose responsibilities will include: producing and circulating meeting agendas and minutes; and providing guidance on the SG's terms of reference, principles and code of conduct.

6.3 Formal reports will be made regularly to the PC by the SG Chairman or Vice-Chairman.

6.4 The roles of other SG members will be recorded as per 5.2.

7. Authority and Accountability

7.1 The SG will present its findings and recommendations to the PC at the latter's formal monthly meeting.

7.2 Any resolutions passed by the SG must go to the vote and ratification of Mevagissey Parish Council, unless there is prior approval and ratification for an action.

7.3 The SG will not have power to exercise authority on behalf of the PC.

7.4 The SG will not have authority to incur expenditure without prior approval from the PC.

8. Finance

8.1 Any funds required to progress the NDP will be detailed by the SG and presented to the PC for discussion and approval. Also see clause 7.4

8.2 The source of funding will be decided by the PC although the SG is encouraged to research and recommend grants to support the NDP.

8.3 Any grants will be applied for, and held by, the PC who will ring-fence the funds for NDP purposes only.

8.4 NDP-related invoices will be made out in the name of the PC who will pay them by cheque as soon as is practicable.

8.5 The SG Clerk will keep a record of funding requests and approvals, plus income and expenditure related specifically to the NDP. These records will be reported to the

PC on a monthly basis and audited in conjunction with ongoing PC finances at the end of each financial year.

9. SG Meeting Procedures

9.1 Meetings will be held on a frequency and schedule to be agreed by the SG but will not be less than bi-monthly.

9.2 Meetings do not have to follow the same procedures as formal PC meetings in that an agenda does not have to be published three working days in advance and members do not have to be summoned to attend although the SG will produce meeting minutes and report these to the PC.

9.3 The SG will normally hold its meetings in public.

9.4 Meetings will be quorate as long as three Core Members of the SG and the Clerk attend. In the absence of the Clerk, meetings may take place providing an effective record is kept.

9.5 The Chair of the SG meeting will have a casting vote.

9.6 Apologies for meeting absences should be notified to the Chair and/or SG Clerk as far in advance as possible.

10. Principles and Code of Conduct

10.1 The SG and all its proceedings and communications shall be subject to the provisions of the Data Protection Act, the Environmental Information Regulations and the Freedom of Information Act, as per the PC's Standing Orders.

10.2 Any complaints about the conduct of the SG, or any of its individual members, should be made, in the first instance, to the Chair of the SG and, thereafter, to the Chair of the PC. This includes any complaints made by a member (or members) of the SG itself.

11. Changes to the SG's Terms of Reference

11.1 Any changes to these terms of reference can be proposed by either the PC or the SG but can be approved only by the PC.

12. Dissolving the SG

12.1 At the conclusion of the NDP project, the PC and SG will discuss the future of the SG.

12.2 If the SG wishes to dissolve, it must notify the PC.

12.3 The members will agree by a majority vote at a SG meeting to call a Special General Meeting for the sole purpose of dissolving the group.

Annex 2

Mevagissey Neighbourhood Plan

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	09 Feb 2016	Various wording changes - actioned
Environment Agency		No response
Home and Communities Agency		No response
Historic England	03 Feb 2016	conservation area and management plan suggested – proposed for action post NDP approval
Network Rail		No response
Highways Agency		No response
Marine Management Organisation		No response
Three (Mobile)		No response
O2 and Vodafone (Mobile)		No response

EE Mobile		No response
OFCOM		No response
Royal Cornwall Hospital Trust		No response
Peninsula Community Health		No response
Kernow Clinical Commissioning Group		No response
Healthwatch Cornwall		No response
National Grid		No response
Western Power Distribution		No response
EDF Energy		No response
Wales and West Utilities		No response
British Gas		No response
South West Water	18 Dec 2015	No comments
Girl Guides	04 Feb 2016	No action proposed
Devon & Cornwall Police	10 Feb 2016	Security and operational issues reinforced in plan where relevant
Adjoining Parish Council: St Ewe Parish Council	11 Jan 2016	No comments
Adjoining Parish Council Pentewan Parish Council		No response

Annex 3

Mevagissey Neighbourhood Plan

Pre-Submission Consultation – Individual Community Responses Received

The table below sets out the individual comments received from members of the community during the Pre-Submission consultation and the action taken.

Neighbourhood Plan Policy	Comment Received	Action Taken
HO2	Precise location identified for new building.	None - the NDP restricts development to within the development area and no 'zoning' has been specified.
HO1	Restrictions to second home ownership.	Policy has been reinforced with stronger justification and evidence base.
CA2	Preservation of toilet facilities	Toilets protected by change of use restrictions.