

Lanteglos-by-Fowey Neighbourhood Plan Consultation Statement



December 2019



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1. Introduction

- 1.1 A Parish or Town Council must produce a consultation statement to accompany the draft plan proposal when formally submitting the document to the Local Planning Authority as set out in the neighbourhood planning regulations 2015 (2).
- 1.2 The consultation statement must set out how the following legal requirements as set out in regulation 15 (2):
 - Details of the people and organisations that were consulted
 - An explanation of how they were consulted
 - Summarise the main issues and concerns raised
 - A description of how these points have been considered in the draft NDP
- 1.3 A list of consultation bodies is contained within Schedule 1 of the Neighbourhood Planning Regulations.
- 1.4 The consultation statement explains how the community has been consulted and their views taken into account during the development of the draft Neighbourhood Plan. The statement explains how the Parish Council carried out the pre-submission consultation under regulation 14 and summarises any consultation that has been carried out during the development of the plan, a summary of the results of that consultation, the issues or concerns that were raised and how the community's views have been taken into consideration when forming the plan.

2. Aims of the Consultation

- 2.1 At the beginning of the Neighbourhood Plan process, we stated that our objectives were as follows:

Environment and Heritage Objective.

To sustain the high quality of our natural and man-made environment, and to ensure its accessibility for the enjoyment of all.

Economy and Employment Objective.

To support job creation through encouragement of appropriate development.

Housing Objective.

To promote provision of housing suited to the needs of our community.

2.2 The aims of the Lanteglos-by-Fowey Neighbourhood Development Plan (LbFNDP) consultation process from the beginning have been to engage with the local community to:

- Ensure that the consultation would be informed by the views of local people and other stakeholders
- Ensure that consultation events and reports distributed at meetings, published in the Parish Magazine enabled people to 'have their say' and get feedback on the emerging plan at key points in the process when decisions were required
- Engage with as wide a range of people as possible, using a variety of events and communication techniques

2.3 A full summary of consultation events is set out in Appendix 1

3. Background Information to the development and consultation on the LbFNDP.

Initial Discussions

3.1 In 2015 consultation took place with neighbouring parishes that had already embarked on NDPs, Looe Town Council and Menheniot PC. These were positive and constructive and provided invaluable support in beginning our own development

Inaugural Meeting – 21st September 2016

3.2 The inaugural meeting took place at Polruan WI Hall. 23 members of the public were present and a presentation was made by members of the Parish Council. After a question and answer session there was enough support and agreement for the PC to proceed with setting up a Steering Group. A report was published in the September/October edition of the Parish Magazine and a copy is available to be viewed by visiting:

http://www.lanteglosbyfoweyplan.org.uk/document_list.php?id=11

3.3 The Steering Group was set up by invitation to those respondents to the initial survey that had identified themselves as being willing to help in the Plan's developments. The invitation copy is available to be viewed by visiting:

http://www.lanteglosbyfoweyplan.org.uk/data/uploads/634_1596917229.pdf

3.4 Agendas and Minutes of all meetings can be viewed by visiting

<http://www.lanteglosbyfoweyplan.org.uk/steeringgroupmeetings.php>

Neighbourhood Plan Steering Group Members 2016-2019

Members	Representing
Cllr Dr Pat Moore	Chair & PC representative
Cllr Adrian Fisher	Deputy Chair & PC representative
Cllr John Adams	Chairman PC, ex officio
Mr Robin Sainsbury	Polruan Town Trust and Resident
Miss Karen Toms	W Toms & Son
Ms Liz Luck	National Trust
Mr Andy Simmonds	National Trust
Miss Dawn Parsons	Resident, Polruan
Mr Kevin Parsons	Resident, Polruan
Miss Tessa Skola	Resident, Polruan
Mr Graham Brooks	Resident, Highway

- 3.5 Membership of the group has changed. When the Local Landscape Character Group had completed its work all members were invited to join the Steering Group. The current membership is shown below:

Neighbourhood Plan Steering Group Members 2019 - present

Members	Representing
Cllr Dr Pat Moore	Chair & PC Chair
Cllr Adrian Fisher	Deputy Chair & PC representative
Cllr John Adams	PC representative
Cllr Margaret Shakerley	PC representative
Cllr Roger Talling	PC representative
Mr Robin Sainsbury	Polruan Town Trust & Resident
Mr Paul Toms	W Toms & Son
Ms Liz Luck	National Trust
Mr Andy Simmonds	National Trust
Mr Gavin Shakerley	Whitecross Village Hall Committee & Resident, Bodinnick
Mrs Angie Crown	Resident, Highway
Dr Helen Doe	Resident, Mixtow
Mr Kevin Francis	Resident, Polruan
Mr John Pollard	Resident, Mixtow
Mr Toby Wakeham	Resident, Whitecross
In addition Captain Paul Thomas, Fowey Harbour Commission receives correspondence but is not a member.	

Community Consultation initial survey: 1 – February 1st - March 11th 2016

- 3.6 An initial questionnaire was made available in the February/March issue of the Parish Magazine (delivered to all households in the Parish) and also on-line. Post-boxes were available at various venues throughout the parish. A list of topics was given and residents were asked to indicate how important they felt each of those was. There was also additional space to give more information or to add anything we might have forgotten. Residents were also invited to tell us confidentially a little more about themselves with the provisos of the Data Protection Act made clear.
- 3.7 Information was also given on where results would be published; on the website, noticeboards, at meetings and in the Parish Magazine. Anyone who wished to have further information was asked to provide contact details.
- 3.8 The purpose of the questionnaire was to identify areas of importance and what should be addressed, or not, through the NDP

Neighbourhood Plan Questionnaire

	Important	Not important	No View
Transport (Bus, Ferry Services etc.)			
Commercial development /employment/enterprise			
Affordable Housing (Starter Homes & homes for older people			
Protection of the landscape			
Renewable energy and biodiversity			
Schools			
Planning (New Homes/extensions/community projects)			
Open Spaces (Playgrounds/allotments)			
Health facilities & well-being (Relocate Doctors' Surgery)			
Community Facilities (<i>New Community Hub</i>)			
Anything else you would like us to consider? (you may use a separate piece of paper)			

Community consultation initial survey results

Housing

- 3.9 A commonly occurring theme within the comments were about 'affordable housing' with the majority of comments referencing that it is available to local people only.
- 3.10 Second homes / holiday homes also appeared as a fairly frequent comment and this included observations that regardless of residency in the parish, everyone had the same interests of protecting what is loved about the area. However some felt that they are detrimental to the area and impacting the ability of local people to access housing.
- 3.11 Where there is support for development, especially in terms of housing, most comments indicated both that priority should be for families and young people and that the design, location and impact of development on the local landscape and natural environment was important.

Commercial Development

- 3.12 Comments relating to commercial development have tended to be in support of this but there is also acknowledgement that geography is a limiting factor (with a comment relating to looking outside Polruan and Bodinnick for suitable development locations, or noting that Polruan is a peninsula and as such not necessarily an accessible location for industry.
- 3.13 Other comments supported continued need for the protection for tourism and noted that whilst employment is essential additional development is not necessarily the answer to this.

Renewable Energy

- 3.14 Many references to renewable energy were to clarify that renewable may be supported but conditions were attached to this including the need to not detract from the AONB or heritage coast and that the scale of renewable energy should be considered.

Community Facilities and Services

- 3.15 There were many comments that related to community facilities, including that facilities (both village hall and surgery in Polruan) did not need to be relocated as this would impact on existing shops.

- 3.16 Most responses did not wish to see the surgery relocated and felt that community facilities are important to encourage families in the settlements and this in turn keeps facilities, such as the school, viable and open.
- 3.17 Other comments noted the loss of open spaces to development and concerns raised regarding the adequacy of parking and the need to provide free parking to help support sustainability of the village and/or ensuring that there is sufficient parking for residents that are impacted in the summer months.
- 3.18 The full summary of comments can be viewed by visiting http://www.lanteglosbyfoweyplan.org.uk/data/uploads/603_570223962.pdf

Plan Designation: March 2016

- 3.19 Lanteglos-by-Fowey Parish Council applied for designation as a Neighbourhood Plan area on 7th March 2016. This was confirmed in writing by Cornwall Council on 31st May 2016.
- 3.20 This followed a Cornwall Council led consultation with residents and other interested stakeholders on the designation. The consultation ran between 16th March and 27th April 2016.
- 3.21 Copies of the application letter and statement were made available to view during the six week consultation period. The statement explains how the Parish Council and Neighbourhood Area met the conditions of Section 3 of the Town and Country Planning Act 1990.
- 3.22 Documents were available from the Clerk. The associated documentation with the designation can be found by visiting: <https://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/neighbourhood-planning-in-cornwall/tab-placeholder/j-m/lanteglos-by-fowey-neighbourhood-development-plan/>

Public Engagement Events

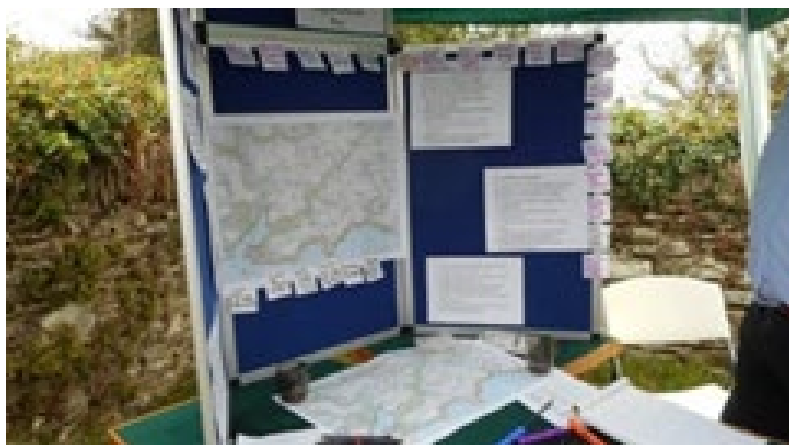
- 3.23 The public were consulted in several ways throughout the Neighbourhood Plan process following the initial survey.

Street Stall Consultations – August-October 2016

- 3.24 Three ‘Street Stall’ interactive exhibitions were set up at the Whitecross Produce Market held on the first Saturdays of August, September and October. A large scale designation map of the Parish was on display together with information on

what might be included in an NDP and asking people for their ideas and comments.

- 3.25 Members of the Steering Group were in attendance and people recorded their comments on post-its and on a scribble sheet. All of these were reported verbatim and unedited in the October 2016 edition of the Parish Magazine which can be viewed by visiting:
http://www.lanteglosbyfoweyplan.org.uk/document_list.php?id=8
- 3.26 Residents were clear in their comments that they value where they live, and, although there is the wish to "keep it as it is" recognise that some development will need to take place, specifically for local need, possibly in small units of 1,2,3 houses, or infill.
- 3.27 The circular argument that people want the school to be kept was recognised but to do that young families will need somewhere to live and somewhere to earn a living. Comments on the idea of developing starter units for business start-ups were made but this would need further investigation.



Tenants and Residents Association Meeting – 23rd November 2016

- 3.28 A presentation was made by members of the Steering Group and our Cornwall Councillor to seek the views of those present. Feedback included comments on housing, environment, the school, jobs and services, leisure, transport. A copy of the report can be viewed by visiting:
http://www.lanteglosbyfoweyplan.org.uk/data/uploads/625_1477626044.pdf

Local Needs Housing Survey October – December 2016

- 3.29 This was undertaken by the Affordable Housing Team at Cornwall Council, in partnership with LbFNDP. It ran for six weeks from October to 1st December. The survey format was in accordance with the Council’s model questionnaire.
- 3.30 Households received a letter inviting them to complete the online questionnaire or return a paper copy of the survey to the Council. This was also promoted through the Parish Magazine and on Facebook.
- 3.31 A Report was published on 1st March 2017 with copies available locally on our website and on Cornwall Council’s website. Reference was made to this in the Parish Magazine. A copy of the report can be viewed by visiting:
http://www.lanteglosbyfoweyplan.org.uk/data/uploads/546_712830330.pdf
- 3.32 Topics included:
- Whether the respondent was in need of affordable housing
 - Whether they were currently living in the Parish
 - The type and tenure of their current home, as well as the length of time they had been living in the property
 - The composition of a respondent’s household
 - Whether their home included any special adaptations
 - Whether any members of the household have had to leave the parish
 - The type of connection the household has with the parish
 - How urgently the household needed to move and why
 - Where the household would like to live, and the type of property required
 - Whether the respondent is already registered with either Homechoice or Help to Buy South West
 - If purchasing, what is the maximum price the household can afford
 - General equalities monitoring questions

Local Landscape Character Assessment – June 2017 – June 2019

- 3.33 The LLCA is a central element contributing to the Neighbourhood Plan. It was prepared in response to the need for a robust evidence base to describe the character of our parish and so underpin the policies in our NDP. Since work began on the plan in 2015 the term ‘landscape’ had been repeatedly mentioned and referenced in all our consultations; had informed every area of comment, and influenced every aspect of policy development.

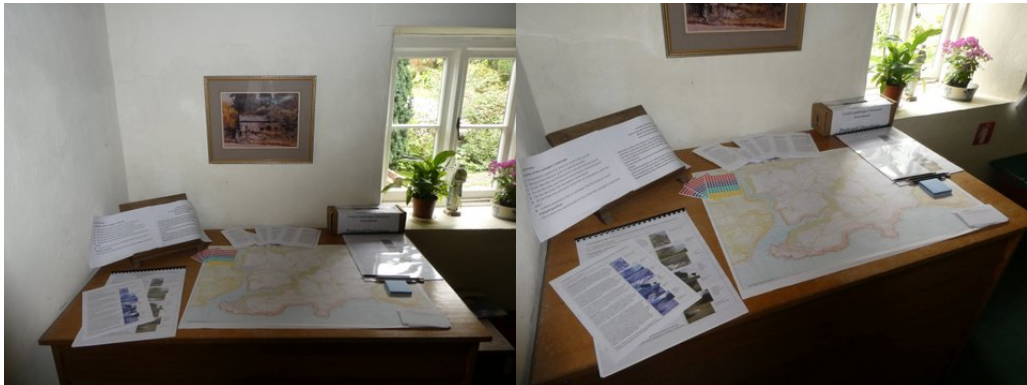
3.34 In June 2017 the Steering Group met with Kath Statham, Landscape Architect, of Cornwall Council's Environment Services and Neighbourhoods Directorate. Work started on the LLCA immediately after a training event for volunteers in July 2017. Small groups were formed, each taking responsibility for the landscape category it would assess. Implementation of the survey was conducted by walking the parish and recording its landscape characteristics according to standardized headings established in the 2007 LCA. Results of the assessments were coordinated and a set of 29 illustrated panels were made.



The display with volunteer residents and members of the Steering Group



The Interactive LLCA exhibition and display being set up on Whitecross Village Green



Exhibition at St Johns



Exhibition at St Wylow



Exhibition at St Saviour's



Exhibition at Polruan Reading Room

- 3.35 A separate presentation, question and answer session and exhibition of A4 and A3 display panels, large scale map showing LLVA designations, together with postcard questions and their own letter box was made to pupils at Polruan Academy on 19th June 2018.
- 3.36 Members of the public were encouraged to respond to the assessments through a series of consultations. Interactive presentations and further static exhibitions were held at various events and locations throughout the parish giving residents opportunity to comment. Although the emphasis of the LLCA is on the rurality of the parish, inevitably so, given the nature of land use, complementary balance is provided through detailed descriptions of the principal settlements of Polruan and Bodinnick, and the hamlets of Lanteglos Highway, Whitecross, Mixtow and Lombard.
- 3.37 The final LLCA Report was completed in June 2019 and includes reference to Pressures and Forces for Change and Landscape Management and Development Considerations for each landscape category which provide strong underpinning evidence for the NDP. A copy of the report can be viewed by visiting: http://www.lanteglosbyfoweyplan.org.uk/data/uploads/607_2140821788.pdf

- 3.38 All transactions of the LLCA Group are included in Steering Group Agenda and Minutes can be viewed by visiting:
<http://www.lanteglosbyfoweyplan.org.uk/steeringgroupmeetings.php>

Questionnaire 2 - February – May 2018

- 3.39 A second, detailed Residents' Questionnaire was commissioned from Cornwall Rural Communities Charity which was hand-delivered to every household in the parish as well as being available on-line. Completed surveys could be returned by post, by returning locally at various venues throughout the parish or on-line. A full copy is available to view by visiting:
http://www.lanteglosbyfoweyplan.org.uk/data/uploads/632_856530471.pdf
- 3.40 The questionnaire asked for views on a variety of issues such as whether the respondent agreed with the Vision and Principal Objectives; where space for housing, business development should be located whilst safeguarding the landscape quality of the parish; preference on types of housing, importance of the natural environment and where this could be improved; the importance of open spaces and habitats; the importance of protecting important public views; renewable energy and low carbon opportunities; concerns over the amount or speed of traffic, transport, parking and whether existing public parking facilities should be protected; and which types of business developments should be supported and where might be particularly suited to commercial/economic development.
- 3.41 There were 180 responses to the survey and the key findings of the survey are as follows with over 87% of respondents supporting the Plan's objectives.

Housing

- 3.42 There was considerable support for the provision of affordable housing particularly social rented and sheltered housing, while there was overwhelming support for encouraging young people to the Parish.
- 3.43 There was some concern about second homes and holiday lets.

Environment

- 3.44 Beaches, the coast and coast paths, green spaces and the river were all considered to be of high importance to the community.
- 3.45 It was also considered that the Neighbourhood Plan could be an opportunity to encourage new wildlife habitats as part of new developments, including Cornish hedges, new woodland, grassland or other habitats.

- 3.46 Over 80% of respondents felt that it was important to protect public views and vistas by restricting development which may impact on them.

Renewable energy

- 3.47 Over 90% either agreed or strongly agreed that low carbon development should be encouraged in any new build development.

Transport

- 3.48 The protection of existing public parking facilities from any form of development was supported by over 90% of respondents.
- 3.49 Information on the Summary Report on Results of the Survey was made available as printed copies, on the website and on-line. A copy can be viewed by visiting http://www.lanteglosbyfoweyplan.org.uk/data/uploads/626_1814418016.pdf

Annual Parish Meetings 2017, 2018 and 2019

- 3.50 Further consultation on aspects of the LLCA, Residents' Questionnaire, Housing Needs Survey Report took place at these meetings when printed copies were made available.
- 3.51 These meetings are held annually with invitations being sent to all local organisations with coffee, tea and cake being provided which provided an opportunity to consult with people of influence in the community, to explain where progress on the NDP stood and to consult and ask for advice. Copies of these reports are available to view by visiting: http://www.lanteglosbyfoweyplan.org.uk/document_list.php?id=7
- 3.52 At the 2017 and 2018 meeting updates were given on developments in the NDP with a question and answer session to follow.
- 3.53 At the 2019 meeting we were able to finalise changes to the Settlement boundaries and the Open and Green space Assessment.

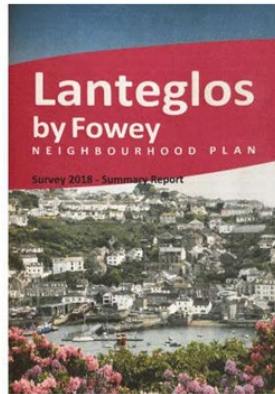
Development Boundaries Consultation – February – March 2019

- 3.54 In the first draft of the NDP, 11.02.2019, commissioned from Situ8, Draft Policy 9: Settlement Boundary proposed drawing tight settlement boundaries around the settlements of Polruan and Bodinnick, largely based on those taken from the now replaced Caradon Local Plan 2007. There was disagreement about the inclusion of these at both the Parish Council and Steering Group meetings, and a decision was made to undertake further consultation with residents.

The Neighbourhood Plan Steering Group - Lanteglos-by-Fowey Parish Council
invite you to

**Come and have YOUR say on the future of our
Parish and the Development YOU wish to see**

Join us for a



PASTY & PINT

**at The Russell Inn
Polruan**

**Friday, 29th March
at 7.00 pm**

All Residents of Lanteglos-by-Fowey welcome.
We are particularly interested in ideas from
younger members of our community.
Come and tell us your thoughts.



3.55 This took place as a “Pasty and Pint, ‘Have Your Say’ evening at the Russell Inn aimed at young people and families who were unrepresented in responses to the Residents’ Survey. Invitations were issued through Social Media, notices and specific letterbox deliveries. Displays of maps including the proposed settlement boundaries, questions, post-its and postcard questions, LLCA A3 booklets, Summary Report of Residents’ Survey were set up. This was attended by 17 residents and 3 Steering Group members. A summary of comments can be viewed by visiting:

http://www.lanteglosbyfoweyplan.org.uk/data/uploads/661_1051061633.pdf

3.56 Following the consultation the original Settlement Boundaries were withdrawn from the NDP and replaced by a revised Policy 9: Small Scale Infill and Rounding-Off housing development and strengthened Policy 10: Rural Exceptions Housing for Local People.

Local Green Spaces Consultation and Assessment February – September 2019

- 3.57 In the same draft NDP, Policy 2: Local Green Spaces proposed those that were included in the original Caradon 2007 Local Plan and requested further suggestions and/or replacements. It was proposed that only those spaces which were open to the public should be included. Letters were written to Polruan Town Trust, Lanteglos-by-Fowey Parish Council and Cornwall Council asking for views and permissions. 12 candidate sites identified by the Steering Group were assessed against appraisal criteria, of which 7 were accepted.
- 3.58 Later correspondence with the Parochial Church Council resulted in none of the churchyards being included as these are already in the protection and jurisdiction of the diocese. An assessment was completed and compiled into an illustrated report which can be viewed by visiting:
http://www.lanteglosbyfoweyplan.org.uk/data/uploads/693_1345485417.pdf

Strategic Environmental Assessment/Habitat Regulations Assessment Screening Opinion

- 3.59 The LbFNDP Steering Group requested that Cornwall Council screen the LbFNDP for a Strategic Environmental Assessment and Habitat Regulations Assessment on 10th June 2019.
- 3.60 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 are not required for LbFNDP.
- 3.61 A copy of the Screening Decision from Cornwall Council dated July 2019 is available to view by visiting:
http://www.lanteglosbyfoweyplan.org.uk/data/uploads/671_1125004414.pdf
- 3.62 A comprehensive report and comments were made by the Cornwall Council Officer and consultees as part of the SEA/HRA screening process. These were predominantly focused on rewording and strengthening policies and linking back to the evidence base. The Landscape Architect was particularly valuable in strengthening and clarifying parts of the Local Landscape Assessment Report and strengthening policy wording in the LbFNDP. Those changes have been made.
- 3.63 A further Report from Cornwall Council Landscape Officer followed on 6th August and can be viewed by visiting:
http://www.lanteglosbyfoweyplan.org.uk/data/uploads/670_376954278.pdf

- 3.64 A copy of the Strategic Environmental Assessment and Habitats Regulations Assessment Screening Report can be viewed by visiting:
http://www.lanteglosbyfoweyplan.org.uk/data/uploads/672_305384633.pdf
- 3.65 Natural England and Historic England confirmed they agreed with Cornwall Council's decision. No response was received from the Environment Agency.

4. Main Issues and Concerns raised during the consultation

Pre-Submission Consultation (Regulation 14) Community Engagement

- 4.1 The Pre-Submission consultation on the LbFNDP was held between 21st July 2019 and 19th October 2019. The consultation events were all advertised in the July/August issue of the Parish Magazine, on noticeboards and on the website.
- 4.2 Hard copies of the LbFNDP were available to view at all the events listed, as well as the LLCA Report and Results of the Residents Survey. People were welcome to take copies away if they wished. Documents were also available to download from our website at <http://www.lanteglosbyfoweyplan.org.uk>

Timetable of Community Consultation Events

21.07.2019	Cream Tea – Whitecross Village Hall	Interactive 'Street stall' as part of Regulation 14 Pre-Submission Consultation. Exhibition set up with flyers, maps, information sheets, post-its, postcard questions and post-box. A4 printed versions of draft NDP, LLCA Report and Results of Residents' Survey available to take away.
20.07.2019 – 02.08.2019	Whitecross Village Hall	Static exhibition as above
03.08.2019	Whitecross Produce Market	Interactive 'Street Stall' as part of Regulation 14 Pre-Submission Consultation. Exhibition set up with flyers, maps, information sheets, post-its, postcard questions and post-box. A4 printed versions of draft NDP, LLCA Report and Results of Residents' Survey available to take away.
10.08.2019	Parish Summer Fete, St Saviour's Church, Polruan	Interactive 'Street Stall' as part of Regulation 14 Pre-Submission Consultation. Exhibition set up with flyers, maps, information sheets,

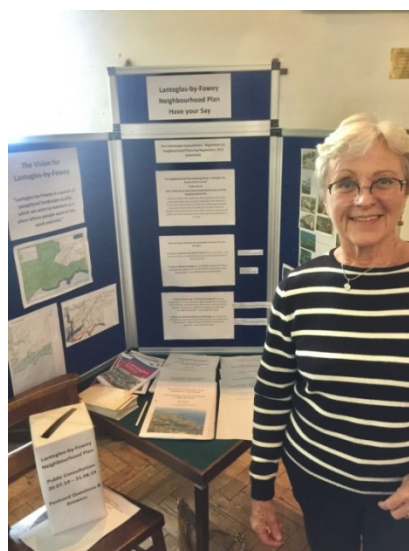
		postcard questions and post-box. A4 printed versions of draft NDP, LLCA Report and Results of Residents Survey available to take away.
11.08.2019 – 17.08.2019	St John's Church, Bodinnick	Static exhibition as above
17.08.2019 – 24.08.2019	St Wyllow Church	Static exhibition as above
24.08.2019 – 31.08.2019	Polruan Reading Room	Static exhibition as above
31.08.2019 – 19.10.2019	Russell Inn, Lugger Inn, Crumpets Tea Room and Surgery, all in Polruan and The Old Ferry Inn at Bodinnick	Small-scale displays of A4 printed copies of draft NDP, LLCA Report and Results of Residents' Survey. All available to take away



Exhibition at St Johns



Exhibition at St Wyllow



Interactive display at Parish Summer Fete, St Saviour's, 10th August 2019

- 4.3 We received 11 community comments forms back from members of the community. Most were concerned with planning and development issues, housing, traffic, landscape character and how these might be affected or supported by emerging policies.
- 4.4 The inclusion of naming Mixtow in Policy 5 Marine Heritage was raised and the plan amended to specifically include this waterfront location.

Pre-submission consultation (Regulation 14) Statutory Consultee engagement.

- 4.5 A copy of the draft plan and an email requesting comments were sent to all formal consultees at the start of the pre-submission consultation, 7th September – 10th September 2019.
- 4.6 Consultees were asked to respond by 19th October 2019. Of the 68 consultees, 19 responded by the deadline. An informal response and copy of their Guide to Heritage in Neighbourhood Plans was received by the Steering Group from the National Trust. A list of formal consultees and their responses are set out below.
- 4.7 List of Consultees

Cornwall Council Neighbourhood Planning Officer	27.06.2019	Email
Affordable Housing	27.06. 2019	Email
Local Plan Team Community Infrastructure Levy	27.06. 2019	Email
Cornwall Fire and Rescue Service	27.06.2019	Email
Environment Service - Open Spaces Officer	27.06. 2019	Email
Environment Service – Landscape Officer	27.06.2019	Email
Development Management – Area Team	27.06.2019	Email
Adjoining Parish and Town Councils		
Fowey Town Council	20.07.2019	Email
Polperro and Lansallos Community Council	20.07.2019	Email
St Veep Parish Council	20.07.2019	Email
St Sampson Parish Council	20.07.2019	Email
Statutory Consultees & Non-statutory Consultees		
Homes England	20.07.2019	Email
Regulator of Social Housing	20.07.2019	Email
Natural England	20.07.2019	Email
Environment Agency	20.07.2019	Email
Historic England	20.02.2019	Email
Network Rail	20.02.2019	Email

Highways England (Agency)	20.07.2019	Email
Marine Management Organisation	20.07.2019	Email
Three (Mobile)	20.07.2019	Email
O2 and Vodafone (Mobile)	20.07.2019	Email
OFCOM	20.07.2019	Email
Royal Cornwall Hospital Trust	20.07.2019	Email and letter
Kernow Clinical Commissioning Group	20.07.2019	Email
Healthwatch Cornwall	20.07.2019	Email
National Grid	20.07.2019	Email
National Power Distribution	20.07.2019	Letter
British Gas	20.07.2019	Letter
EDF Energy	20.07.2019	Letter
Wales and West Utilities Limited	20.07.2019	Email
South West Water	20.07.2019	Email
Royal National Lifeboat Institution (Polruan)	20.07.2019	Email
National Coastwatch Institution (Polruan)	20.07.2019	Email
Fowey River Practice Surgery (Polruan)	20.07.2019	Email & visit
Trelawney Benefice (includes Lanteglos-by-Fowey)	20.07.2019	Email
Polruan Women's Institute	20.07.2019	Email
Polruan Village Hall Committee	20.07.2019	Email
Lanteglos Age Concern	20.07.2019	Email
Polruan Primary Academy	20.07.2019	Email
The Old Ferry Inn, Bodinnick	20.07.2019	Visit
The Luggar Inn, Polruan	20.07.2019	Visit
The Russell Inn, Polruan	20.07.2019	Visit
Crumpets Tea Room, Polruan	20.07.2019	Visit
Polruan Town Trust	20.07.2019	Email
Whitecross Village Hall Committee	20.07.2019	Email
Polruan Men's Reading Room	20.07.2019	Email
Forestry Commission	20.07.2019	Email
Cornwall Area of Outstanding Natural Beauty	20.07.2019	Email
National Trust South West Region	20.07.2019	Email
Duchy of Cornwall	20.07.2019	Email
Duchy of Cornwall Deputy Estate Surveyor	20.07.2019	Email
Boconnoc Estate	20.07.2019	Email
Cornwall Wildlife Trust	20.07.2019	Email
National Farmers Union in SW	20.07.2019	Email
Devon and Cornwall Housing Association	20.07.2019	Email
Coastline Housing	20.07.2019	Email
First Devon and Cornwall	20.07.2019	Letter
First Great Western	20.07.2019	Letter
Civil Aviation Authority	20.07.2019	Letter
Cornwall Chamber of Commerce & Industry	20.07.2019	Email
Cornwall & Isles of Scilly Local Enterprise	20.07.2019	Email

Partnership		
Cornwall Energy Plus	20.07.2019	Email
Cornwall Buildings Preservation Trust	20.07.2019	Email
Devon and Cornwall Police	20.07.2019	Email
Cornwall Fire, Rescue and Community Safety Service	20.07.2019	Email
Kaolin and Ball Clay Association (UK)	20.07.2019	Email
Imerys Minerals Ltd	20.07.2019	Email
Persimmon Homes South West	20.07.2019	Letter

- 4.8 As a result of comments received, LbFNDP was amended to incorporate these, principally changes to Policy 1 Design and Character of Lanteglos-by-Fowey, Policy 2 Local Green Spaces, Policy 3 Important and Special Views, Policy 6 Protection and Enhancement of Biodiversity, Policy 7 Employment Development, and Policy 10 Rural Exceptions for Local People.
- 4.9 The full list of statutory and other organisations consulted and responses can be viewed by visiting:
http://www.lanteglosbyfoweyplan.org.uk/data/uploads/694_1597796890.pdf

Final Draft Neighbourhood Plan

- 4.10 The Lanteglos-by- Fowey NDP Steering Group has amended the draft Lanteglos-by- Fowey Neighbourhood Development Plan from comments received during the Pre-Submission Consultation from statutory organisations, businesses and members of the community.
- 4.11 The Lanteglos-by- Fowey Council approved the draft Lanteglos-by- Fowey Neighbourhood Development Plan proposal at their Council Meeting on 10th December 2019.

5. Conclusions

- 5.1 The LbFNDP has reached its current version as a result of detailed and long-standing community engagement and so ensures that this Neighbourhood Development Plan honestly reflects the views of the Residents of Lanteglos-by-Fowey Parish

Appendices

Appendix 1

Full summary of consultation events

Appendix 2

Terms of reference for the Steering Group

Appendix 1: Full summary of consultation events

Date	Where	What
21.09.2015	Initial NDP Planning Meeting	23 members of the public present. Presentation made, Q & A session
October/November 2015	Parish Magazine Agendas and Minutes on Notice boards	Report of NDP Planning Meeting held on 21.09.2015
January 2016	Parish Magazine Notice Boards	Report on NDP development
12.01.2016	Parish Magazine Notice Boards	Information flyer 'Shaping the future of our Parish'
13.01.2016	Report on NDP Meeting on Facebook seen by 744	Neighbourhood Plan meeting introducing questionnaires and refining some questions
Feb/March 2016	Questionnaire published in Parish News and on-line	Closing date 11.03.2016. Post-boxes available across the Parish
07.03.2016	Acknowledgement by Robert Lacey of LbFNDP application	Parish Designation letter sent
01.03.2016	List of Saved Policies, Deprivation figures from Emma Ball	
March 2016	Report included in April/May edition of Parish Magazine	Additional comments – 'What you told us – Neighbourhood Survey'
April/May 2016	Parish Magazine Noticeboards	Preliminary Report on NDP questionnaire
31.05.2016	Designation of a Neighbourhood Area	Designation letter, report and map received from Phil Mason, Head of Planning, Housing and Regeneration, CC
June/July 2016	Parish Magazine Noticeboards	NDP Update Setting up Steering Group by inviting those who had indicated an interest in responses to the Questionnaire Drafting Terms of Reference
21.06.2016	First Meeting of the NDP Steering Group	Attended by 8 members with apologies from a further 3. Draft Terms of Reference agreed
August/September /October 2016	Parish Magazine Noticeboards Website Agendas and Minutes	Report on first meeting of Steering Group with names of members. Detailed Report and analysis of questionnaire. Introduction to Housing Needs Survey. Draft NDP Timetable
06.08.2016	Whitecross Produce Market	'Street Stall' set up with flyers, maps and post-its. Subsequent reports in Parish Magazine
03.09.2016	Whitecross Produce Market	'Street Stall' set up with flyers, maps and post-its. Subsequent reports in Parish Magazine
October 2016	On-line Housing Needs Survey with facilities for assistance at Whitecross Village Hall	HNS drafted by CC Affordable Housing. On-line with closing date of 20.10.2016
23.11.2016	Polruan WI Hall	Presentation and Q & A on NDP. Two

	Tenants and Residents Association	members of Steering Group, Cornwall Councillor and two Cornwall Housing officers were present
01.03.2017	Parish Magazine, Website	Final Report on LbyF Housing Needs Survey
March/April 2017	Parish Magazine, Website, Noticeboards	Report on activity so far
June 2017	Parish Magazine, Website, Noticeboards	Commission LLCA Training from CC
May/June 2017	Parish Magazine, Website Noticeboards	Report on LLCA and commissioning detailed Questionnaire and Survey
July/August 2017	Parish Magazine, Website Noticeboards	Update on LLCA and draft questionnaire
September 2017	Parish Magazine, Website Noticeboards	LLCA Assessments carried out
November/December 2017	Parish Magazine, Website Noticeboards	Update on LLCA and Residents' Questionnaire (CRCC)
January/February 2018	Parish Magazine, Website Noticeboards	Update on LLCA and Questionnaire
15.03.2018	Letters to AONB and CPRE	Update on progress and request for comments/advice
April/May 2018	Parish Magazine Noticeboards Website Whitecross Produce Market	Update on LLCA and Questionnaire Exhibition of first draft of LLCA
14.05.2018	Annual Parish Meeting – Invitations sent to all local organisations	Representatives of local organisations present, including Age Concern, Children's' Regatta Committee, WI, Coastguard, Community Bus Association, Fire Service, Flower Guild, Gardening Club, Kidz Klub, LbF PCC, Polruan Academy Trust, Polruan Village Hall, Sea Angling Club, Theatre Club, Polruan Town Trust, Whitecross Market, Whitecross Village Hall Committee, Windmill Allotments, Women's Hour
May/June 2018	Parish Magazine Noticeboards Website. Questionnaire hand delivered to every household and available on-line	Announcement and Notice of Call for Sites
19.06.2018	Polruan Primary Academy	Presentation and exhibition of A4 and A3 display panels, large scale map showing LLCA designations, Postcard questions and their own letterbox, copies of the survey
July/August 2018	Parish Magazine Noticeboards Website	Update on Questionnaire Announcement of Exhibitions of LLCA
04.08.2018	Whitecross Village Hall and Green	Interactive Exhibition of results of LLCA. All 29 panels mounted on 5 display boards with

		information sheets, maps, sticky dots, postcard questions and post-box. A4 printed versions available to take away
11.08.2018	Lanteglos Parish Fete, WI Hall, Polruan	Interactive Exhibition of results of LLCA. All 29 panels mounted on 5 display boards with information sheets, maps sticky dots, postcard questions and post-box. A4 printed versions available to take away
13/17.08.2018	Polruan Reading Room	Exhibition of results of LLCA – A3 bound copies of all 29 panels, printed A4 copies, with information sheets, maps, sticky dots, postcard questions and post-box. A4 printed versions available to take away
25.08.2018 – 08.09.2018	Church of St Wyllow, Churchtown	Static exhibition of results of results of LLCA. All 29 panels mounted on 5 display boards with information sheets, maps, sticky dots, postcard questions and post-box. A4 printed versions available to take away
25.08.2018 – 08.09.2018	St John’s Church, Bodinnick	Static exhibition of results of results of LLCA – A3 bound copies, with information sheets, maps, sticky dots, postcard questions and post-box. A4 printed versions available to take away
25.08.2018	St Saviour’s Church, Polruan	Static exhibition of results of LLCA. All 29 panels mounted on noticeboards with information sheets, maps, stick dots, postcard questions and post-box. A4 printed versions available to take away
September/ October 2018	Parish Magazine Noticeboard Website	Report on LLCA exhibitions with summary of comments
October 2018 (printed November 2018/January 2019)	Parish Magazine Noticeboards. Website	Information on Summary Report on results of Residents’ Survey. Update on results of LLCA exhibitions. Draft Plan for completion of work on NDP
05.10.2018	Letter to Paul Thomas, Harbour Master, Fowey Harbour Commission	Letter and draft copy of Summary Report on Residents’ Survey and request for comments
04.10.2018 & 23.10.2018	Letters to Kevin Francis, Agent for C. Toms & Sons Yard	Letter and draft copy of Summary Report on Residents’ Survey with ensuing correspondence
November 2018/ January 2019	Parish Magazine, Website	Update on NDP, Timescale, LLCA
February/March 2019	Parish Magazine, Website	Update on NDP, emerging policies, LLCA
19.03.2019	Letters to Polruan Town Trust, Parish Council, Cornwall Council	Request to include and refer to Local Green Spaces in draft NDP
25.03.2019	Community Engagement Event – Russell Inn, Polruan	Pasty and Pint, ‘Have your Say’ evening aimed at young people and families who were unrepresented in responses to residents’

		Survey. Invitations by Social Media, notices, specific letterbox deliveries. Display of maps, questions, post-its and postcard questions, LLCA A3 booklets, Summary Report of Residents' Survey, Settlement Boundaries 17 Residents, 3 SG members. Settlement Boundaries were discussed but did not raise much concern. Several comments made on possible improvement developments. Great interest shown in affordable housing
February/September 2019	Parish Magazine, Website, PC and SG meetings	Consideration of Local Green Spaces. Proposed that only those spaces which were open to the public should be included. Letters to Polruan Town Trust, Lanteglos-by-Fowey Parish Council and Cornwall Council asking for views and permissions. 12 candidate sites identified by Steering Group were assessed against appraisal criteria of which 7 were accepted. Later correspondence with the Parochial Church Council resulted in none of the churchyards to be included as these are already in the protection and jurisdiction of the diocese. Final Report prepared by Situ8 in September 2019
15.04.2019	Annual Parish Meeting	Representatives of local organisations including Whitecross Village Hall, Polruan Women's Group, Polruan Village Hall, Whitecross Village Hall, Whitecross Gardening Club, Youth Groups, Coastguards & NCI, Regatta & Children's Sports Committee, Polruan Town Trust, Parochial Church Council, Whitecross Local Produce Market. Discussion of Settlement Boundaries, Local Green Spaces
May/June 2019	Parish Magazine Website	Update on NDP, LLCA and timescale
28.05.2019	Annual Council Meeting	Presentation of final draft of NDP. Changes previously discussed at the Annual Parish Meeting have now been incorporated and agreed. Amendments proposed and made to Green Space at Veverey.
10.06.2019	Draft copies of NDP and LLCA Report sent to Melissa Burrow, NDP Officer	Request for Strategic Environmental Assessment/Habitat Regulations Assessment Screening Opinion
10.06.2019	Advice sought from Claire Hoddinott, Environmental Officer, Fowey Harbour Commission	Clarification and wording for part of section on biodiversity in Fowey Harbour
July/August 2019	Parish Magazine Website	Update on NDP, LLCA and timescale
21.07.2019	Cream Tea – Whitecross	Interactive 'Street stall' as part of Regulation

	Village Hall	14 Pre-Submission Consultation. Exhibition set up with flyers, maps, information sheets, post-its, postcard questions and post-box. A4 printed versions of draft NDP, LLCA Report and Results of Residents Survey available to take away.
20.07.2019 – 02.08.2019	Whitecross Village Hall	Static exhibition as above
03.08.2019	Whitecross Produce Market	Interactive 'Street Stall' as part of Regulation 14 Pre-Submission Consultation. Exhibition set up with flyers, maps, information sheets, post-its, postcard questions and post-box. A4 printed versions of draft NDP, LLCA Report and Results of Residents Survey available to take away.
10.08.2019	Parish Summer Fete, St Saviour's Church, Polruan	Interactive 'Street Stall' as part of Regulation 14 Pre-Submission Consultation. Exhibition set up with flyers, maps, information sheets, postcard questions and post-box. A4 printed versions of draft NDP, LLCA Report and Results of Residents Survey available to take away.
11.08.2019 – 17.08.2019	St John's Church, Bodinnick	Static exhibition as above
17.08.2019 – 24.08.2019	St Wyllow Church	Static exhibition as above
24.08.2019 – 31.08.2019	Polruan Reading Room	Static exhibition as above
31.08.2019 – 19.10.2019	Russell Inn, Luggar Inn, Crumpets Tea Room and Surgery, all in Polruan and The Old Ferry Inn at Bodinnick	Small-scale display of A4 printed copies of draft NDP, LLCA Report and Results of Residents' Survey. All available to take away
September/October 2019	Parish Magazine, Website	Update on NDP, LLCA and timescale, including Statutory Pre-Submission Consultation
November/December 2019	Parish Magazine, Website	Update on NDP, LLCA and timescale, including Statutory Pre-Submission Consultation
03.12.2019	Community Engagement Event – Russell Inn, Polruan	Display of maps, draft NDP questions, LLCA Reports, Summary Report of Residents Survey, Local Green Spaces Assessment. All available to take away.

Appendix 2: Terms of reference for the Steering Group

Lanteglos-by-Fowey Parish Council is the Qualifying Body entitled under the Localism Act 2011 to initiate, lead the production and the adoption of a Lanteglos-by-Fowey Neighbourhood Plan. The Parish Council has resolved to prepare such a plan for Lanteglos-by-Fowey (Minute 59a/2016 [23rd May 2016]).

On 25th April 2016 the Lanteglos-by-Fowey Parish Council RESOLVED that a steering group be established to oversee the production of the Lanteglos-by-Fowey Neighbourhood Plan. (Minute 46c/2016).

This document sets out the Terms of Reference for the working group, and was approved by the Parish Council on 23rd May 2016. (Minute 49a/2016 refers.)

Name. The name of the group shall be the Lanteglos-by-Fowey Neighbourhood Plan Steering Group (LbyFNPSG)

Membership. The LbyFNPSG shall consist of no less than 10 members, two of whom should be Parish Councillors appointed by the Parish Council (representing the council's different interests, e.g. planning, environment, leisure, transport, finance and resources etc.). It will also include representatives of the wider local community who live or work in the Parish, recruited at the LbyFNPSG's discretion, who can bring value to the project. These members will be invited to reflect different sectors of the community and the range of skills, knowledge and experience that will be required to develop the Neighbourhood Plan. These should include representation from the business and commercial community, local organisations, young people, education, disability groups.

However, the LNPCSG may appoint Working Groups to tackle specific themes and issues. Additional Councillors and community members with specific skills and knowledge may be coopted at the Team's discretion at a later date if they are likely to bring additional benefits to the project.

Task. The purpose of the Steering Group shall be to carry out the following tasks on behalf of Lanteglos-by-Fowey Parish Council:

1. Undertake the preparation of a Neighbourhood Plan and any associated tasks on behalf of the Parish Council
2. Identify sources of funding, and apply for them as appropriate
3. Take responsibility for planning, budgeting and controlling expenditure on the production of the Neighbourhood Plan
4. Liaise with local organisations, Cornwall Council, and other bodies to ensure the plan is as comprehensive and inclusive as possible.

5. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
6. Determine the types of consultation and information gathering to be used
7. Be responsible for the analysis arising from such consultation and the production and distribution of the final report
8. To report back regularly to the Parish Council on progress and major issues arising and outcomes from the exercise
9. Present the draft Neighbourhood Plan for the formal approval of the Parish Council
10. Subsequently to assist the Independent Assessor, and assist in arrangements for the Referendum.

Organisation. The LbyFNPSG shall appoint a Chairman and Vice-Chairman. Team members will be expected to lead any necessary sub-groups or working parties that are created. Appointments will be for one year, subject to renewal, made at the first meeting of each calendar year.

Meetings. These will be held monthly or as may be required to get through the tasks involved. At its first meeting of the year the Team will set a calendar of meetings for that year.

There will be no restrictions on the tabling of information or proposals at the meetings, although it will be expected that they will have been circulated within the Team as far in advance as possible.

Wherever possible the Team will reach agreement on decisions through discussion and consensus. However, where this is not possible, the matter shall be determined by a majority of votes of the Team present. In the case of equality of votes the Chairman of the meeting shall have a casting vote.

The quorum necessary to transact business shall be a minimum of 50% of members.

Members of the public are welcome to attend and that being so no recordings are permitted to be made.

Agenda. Although the content of each meeting will vary as the NP process evolves, each shall always have the following Standing Items:-

- Notes of last meeting
- Declarations of Interest
- Project Plan Review
- Budget position
- Reports from Sub-Groups
- Note of actions agreed

- Recommendations to Parish Council

Notes and Minutes. These will be maintained in short form notes, consisting only of a record of decisions reached and recommendations to the Parish Council.

Reporting. The Neighbourhood Plan Steering Group will report to the Parish Council on a regular frequency and not less than quarterly. Such reports must include a note on progress (from the Project Plan), budget updates, and where appropriate recommendations and requests for support from the Parish Council. The Group, with the assistance of the Parish clerk, will

- Prepare a project implementation plan and provide progress monitoring reports.
- Prepare and collate papers for the LbyFNPSG meetings.
- Advise on the management the project budget.
- Liaise with the Parish Council, Parish Clerk, Working Group leads and representatives of other bodies to promote progress with the NP.

Budget and Finance.

(1) Budget Management. The Parish Council will delegate management of the approved budget for the NP to the Neighbourhood Plan Steering Group. The Team will ensure that the budget is managed effectively.

Everyday expenditure up to £250 per activity shall be delegated to the Parish Clerk to authorise, and orders up to this value may be placed directly with the most appropriate suppliers, subject to the need to show evidence that best value for money is being obtained.

Expenditure above that will require the authority of the LbyFNPSG on the basis of competitive written quotations prepared against a short, clear specification.

Expenditure above £1000 will require formal written competitive tenders prepared against a formally approved specification of work.

Quotations or tenders valued above the lowest received may be accepted where the LbyFNPSG consider, and can demonstrate, that the best economic value may be gained by accepting a higher cost.

Payments to suppliers will be made through the Parish Council's financial management system.

(2) Volunteer Expenses. Individual members of the community, who are involved as volunteers on the LbyFNPSG and/or any of the working teams, may claim back any expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan. This could include printing, postage, stationery and travel outside the Plan area. Volunteer expenses will only be paid if approved in advance and accompanied with receipts.

Such expenses will not be paid if they are also claimable from the organisation the volunteer represents.

(3) Councillor Expenses. Any travelling expenses incurred by Town Councillor's appointed to the LbyFNPSG will be paid through the Parish Council's system.

General conduct of members of the Team. Members and community volunteers are expected to conduct themselves in a manner consistent with the principles of conduct for those in public life which are:

- selflessness;
- integrity;
- objectivity;
- accountability;
- openness;
- honesty and leadership.

Equalities. The Team will at all times pay regard to the requirements of the Equality Act 2010. It will prepare the Plan in a way that recognises, respects, and values equality and diversity, so as to ensure that none of the Plan's provisions are discriminatory. To achieve this the Team will carry out Community Impact Assessments at appropriate stages of the Plan development.

Interests. All members of the Team must declare any pecuniary interest that may be perceived as being relevant to a decision of the Team. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available.

Such declarations should be made at the start of each meeting under the agenda item reserved for that purpose. Where appropriate, the Steering Group may request that a member declaring an interest leave the meeting during the decision making process to which the interest is relevant. In such circumstances the member shall be afforded the opportunity to make a statement of case before leaving the meeting room.

In addition, members of the Steering Group or any Working Group must complete a short profile statement that that will be compiled with these terms of reference and be available for inspection. A template for these profiles is attached hereto.

Further definition of pecuniary interest matters may be found in the Code of Conduct adopted by Lanteglos-by-Fowey Parish Council.

Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the Plan.

Changes to the Terms of Reference. The ToR may be altered and additional clauses may be added by a majority vote of the Steering Group. Any such changes must then be ratified by the Parish Council.

Freedom of Information. In accordance with the Freedom of Information Act, as an extension of the Town Council, the Steering Group will make available to the public, minutes of meetings, policies and procedures, its organisation and structure and information on budget, expenditure and allowances, via the Parish Council's website, and via a monthly press release/newsletter.

Period of Operation. The duration of the Lanteglos-by-Fowey Neighbourhood Plan Team will be 2 years from 23rd May 2016 subject to renewal. Renewed 13th August 2019 to 2020.

Dissolution of the Group. Upon dissolution of the Team any remaining funds shall be returned to the Parish Council for appropriate use. No individual member of the Team shall benefit from the disposal of such funds.