



Neighbourhood Planning

How to get the most out of your Neighbourhood Plan



This guide note has been put together in collaboration with the Planning Partnership and with the experiences of town and parish councillors who have a made neighbourhood plan.

Good practice suggestions from parish councils

- Make sure your town or parish council members have a good knowledge of the NDP, its objectives and policies.
- St Minver parishes created an NDP implementation plan and planning application checklist
- Mevagissey parish extracted all the policies from the NDP and circulated it to all members of the parish planning committee.
- St Ives created a list of application types with suggested relevant policies for different development types. This is set out in appendix 1.
- When carrying out induction for new councillors, make sure a briefing on the NDP is included.
- Discuss and clarify any particular policies at parish council meetings and agree a common interpretation

Working with CC to implement the Neighbourhood Development Plan

Once your NDP is made we'll invite you to book into a surgery to discuss interpretation with the development management area team officers who will be using the plan. We'll facilitate a discussion to make sure officers using the plan understand your intentions and they will be able to ask you if any of the policies are unclear.

When you comment on a planning application, quote the relevant NDP policy and say why you think the application conforms to or conflicts with this policy.

Check how your Neighbourhood Development Plan is working

Keep a note of your comments on planning applications. Some parish clerks keep a Planning register or log of comments and the outcomes of planning decisions to ensure consistency, both on the part of the parish council and Cornwall Council. You could also keep a note of decisions at appeal.

If you notice a trend of decisions which run contrary to your expectations, contact the neighbourhood planning team. We can discuss with you and the Area Planning Team whether the decisions are a result of policy interpretation and whether your policies could be strengthened, or whether there are other factors that planning cannot control. The Neighbourhood Planning team will also carry out a 'health check' 12 months after an NDP is made, liaising with the Area Planning team, to do a light touch review of decisions made using the NDP, and feed this back to the parish council to check that there is consensus on how the NDP is operating.

Cornwall Council Monitoring

Cornwall Council monitors the extent to which Local Plan planning policies are being achieved against an agreed framework of indicators. We can share this information with you. It is available online as part of the [Cornwall Monitoring Report](#) and we can also provide information at parish level on housing delivery, on request.



Neighbourhood Planning How to get the most out of your Neighbourhood Plan



We also regularly review appeals decisions and draw conclusions on the performance of our policies at appeal, which can discuss with you.

Working together

We'll use this combined experience of the neighbourhood plan operating in practice to improve working practices and to improve policy writing advice for new or reviewed plans.

Over time all policy documents age and can become out of date. If you feel that your NDP could benefit from being reviewed, have a look at our [Do We Need to Review Our Neighbourhood Plan? guide note](#).



Neighbourhood Planning

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APPENDIX 1 Neighbourhood Plan policies for various types of application.

St Ives Town Council have created a list of application types with suggested relevant policies for different development types. This is used as a checklist to identify the St Ives NDP policies of relevance for various types of planning applications. A guide like this could be helpful for town / parish councils with more complex NDPs, whilst familiarising themselves with their Plan.

extensions & alterations (including addition of balcony, dormer windows etc.)

- **GD1** General Development Principles
- **(T2** Parking Provision - if relevant)
- **(T3** Avoiding Loss of Parking - if relevant)
- relevant **BE** policy for area (see **Maps 12 - 15**) and check if in St Ives / Lelant Conservation Area

renovation involving change of materials

- **GD1** General Development Principles
- relevant **BE** policy for area (see **Maps 12 - 15**) and check if in St Ives / Lelant Conservation Area

removal of garden wall to create parking space

- **CH1** Community & Heritage Assets
- relevant **BE** policy for area (see **Maps 12- 15**) and check if in St Ives / Lelant Conservation Area

demolition & replacement of an existing dwelling / dwellings

- **GD1** General Development Principles
- **NOT H2** policy does not apply to replacement dwellings
- **T2** Parking Provision
- relevant **BE** policy for area (see **Maps 12 - 15**)

demolition of a single dwelling & construction of more than one on site

- **GD1** General Development Principles
- **H2** Full-time Principal Residence Housing (excluding one as replacement for original)
- **T2** Parking Provision
- relevant **BE** policy for area (see **Maps 12 - 15**) & **BE17** Development in Existing Gardens

construction of additional dwelling(s) in garden of an existing house

- **GD1** General Development Principles
- **H2** Full-time Principal Residence Housing
- **T2** Parking Provision
- relevant **BE** policy for area (see **Maps 12 - 15**) & **BE17** Development in Existing Gardens



Neighbourhood Planning

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conversion of existing dwelling into apartments (apartments equivalent to 'new build')

- **GD1** General Development Principles
- **H2** Full-time Principal Residence Housing (one excluded - equivalent to original single dwelling)
- **H5** Sub-division of Dwellings
- **T2** Parking Provision
- relevant **BE** policy for area (see **Maps 12 - 14**)

change of use from guesthouse /hotel (class C1) to residential (class C3)

- **H2** Full-time Principal Residence Housing
- **T2** Parking Provision
- relevant **BE** policy for area - if proposal to alter exterior (see **Maps 12 - 14**)

conversion of guesthouse / hotel into apartments (apartments equivalent to 'new build') (change of use from class C1 to C3 - see Appendix 3)

- **GD1** General Development Principles
- **H2** Full-time Principal Residence Housing (excl. one if there is existing owner's accomm.)
- **H5** Subdivision of Dwellings
- **T2** Parking Provision
- relevant **BE** policy for area if proposal to alter exterior (see **Maps 12 - 14**)

change of use from guesthouse /hotel (class C1) to residential (class C3)

- **H2** Full-time Principal Residence Housing
- **T2** Parking Provision

provision of new catered accommodation

- **GD1** General Development Principles
- **LED8** Catered Holiday Accommodation: New, Extensions, Conversions
- **T2** Parking Provision
- relevant **BE** policy for area (see **Maps 12 - 15**)

barn conversion

- **GD1** General Development Principles
- **H2** Full-time Principal Residence Housing
- **T2** Parking Provision
- relevant **OS** policies (see **Open Spaces map; Map 9** Rights of Way; **Appendix 4** Panoramas etc.)
- relevant **BE** policy for area - **BE12** Carbis Bay or **BE15** Halsetown or **BE16** Rural Surrounds



Neighbourhood Planning

How to get the most out of your Neighbourhood Plan



renovation of / alterations to shopfront (in St Ives) (Conservation Area - see **Map 5**)

- **BE3** Retail & Shop Environment and ref. to Cornwall Council Shopfront Guide

conversion of retail shop to cafe / takeaway (in St Ives) (Conservation Area - see **Map 5**)

- **LED3** Catering & Food Outlets (change of use from class A1 to A3 or A5 - Appendix 3)

conversion of shop to residential (in St Ives) (Conservation Area - see **Map 5**)

- **GD1** General Development Principles
- **LED4** Redevelopment & Change of Use
- **BE1** Preservation & Conservation & / or **BE2** New Developments & Renovations

renovations / alterations / demolition of a significant building (as listed in **Appendix 2**)

- **CH1** Community & Heritage Assets (see **Maps 1 - 3**)
- relevant **BE** area in St Ives (see Map 12) or **BE12** in Carbis Bay or **BE13** in Lelant or **BE15** in Halsetown

larger developments

- **GD1** General Development Principles
- **H1** Affordable Housing
- **H2** Full-time Principal Residence Housing
- **H4** Open Space Provision
- **T2** Parking Provision
- relevant **AM** or **AS** policy if on an allocated site (see **Allocations Map**)
- any or all of the following: **OS1** Landscape & Open Areas; **OS2** Flora & Fauna **OS3** Trees etc; **OS4** Disturbance etc; **OS5** Settlements; **OS6** Open Areas in Settlements; **OS7** Rights of Way; **OS8** Agricultural Land; **OS9** Panoramas, Vistas & Views
- relevant **BE** policy for area

telecommunications mast / wind turbine / solar array

- **CH1** Community & Heritage Assets (see **Maps 1-3**)
- **OS1** Landscape & Open Areas (see **Open Spaces map**)
- **OS2** Flora & Fauna
- **OS3** Trees, Hedges etc.
- **OS4** Disturbance & Pollution
- **OS6** Open Areas within Settlements (see **Open Spaces map**)
- **OS7** Rights of Way (see **Map 9**)
- **OS8** Agricultural Land (see **Open Spaces map**)
- **OS9** Panoramas, Vistas & Views (see **Appendix 4**)



Neighbourhood Planning

How to get the most out of your Neighbourhood Plan



development affecting an existing community facility / providing new recreational facility

- relevant **OS** policy
- **CF1, CF2 or CF3** (see **Map 10 & Appendix 5**)
- **OS policies** e.g. **OS3, OS7**
- **BE6** Coastal Suburb or **BE7** Beaches & Island or **BE9** Porthmeor West or **BE12** Carbis Bay or **BE16** Rural Surrounds

new senior care facility

- **GD1** General Development Principles
- **H6** Residential Care & Nursing Homes
- **OS3** Trees, Woodland, Hedgerows & Cornish Hedges
- **OS7** Rights of Way
- **T1** Sustainable Transport
- **T2** Parking Provision
- **BE6** Coastal Suburb or **BE10** St Ives West or **BE11** Belyars or **BE12** Carbis Bay or