ST AGNES PARISH COUNCIL
Parish Clerk: *Catherine Nutting LLB, PGDip, BA (Hons), PSLCC*
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

01872 553801
clerk@stagnes-pc.gov.uk
www.stagnes-pc.gov.uk

Neighbourhood Priorities Statement Working Group

Terms of Reference

Adopted: Full Council 086/26, 07.09.2026

Authority

The Neighbourhood Priorities Statement Working Group is appointed by, and solely responsible to, the St. Agnes Parish Council Planning Committee.

The Working Group's purpose and duties are defined and agreed by the Planning Committee, which may vote at any time to modify them, subject to any matter reserved to Full Council.

The Working Group has no decision making or spending power delegated to it, but will present recommendations to the Planning Committee, or to Full Council where required, for discussion and decision.

The Working Group may be authorised to deliver a programme of work, including incurring expenditure, upon resolution of Full Council only (based on recommendations from the Planning Committee) and only where appropriate delegated authority and budget provision are in place.

Purpose

The Neighbourhood Priorities Statement Working Group will support the Planning Committee to prepare a Neighbourhood Priorities Statement for the whole of St. Agnes Parish.

The purpose of the Neighbourhood Priorities Statement is to set out the Parish's longer-term priorities for growth, development and change. It will identify the community's ambitions and priorities in relation to local matters such as housing, design, transport and connectivity, infrastructure, community facilities, the local economy, public spaces, heritage, the natural environment, designated landscapes, climate change and other features of the neighbourhood area.

The Working Group will develop an evidence-led and consultation-led draft Neighbourhood Priorities Statement, using Cornwall Council's templates, guidance, data and support where available. Cornwall Council's NPS guidance confirms that an NPS is intended to be shorter and simpler than a Neighbourhood Development Plan, does not contain planning policies or site allocations, and provides communities with an opportunity to influence the emerging Local Plan.

The Working Group will coordinate the preparation of the draft Statement, support public engagement, review relevant evidence and consultation responses, identify key themes and priorities, and make recommendations to the Planning Committee regarding consultation, amendment, approval and submission.

The Neighbourhood Priorities Statement will not allocate land, prevent land from being allocated, determine planning applications, or create planning policy. Its role is to provide community evidence, context and priorities to help inform Cornwall Council's Local Plan process, infrastructure priorities, CIL and funding discussions, and other relevant Council work.

Scope of work

The Working Group will:

- liaise with Cornwall Council's Neighbourhood Planning Team as required;
- monitor and participate in Cornwall Council's NPS support programme, including relevant themed sessions and drop-in support;
- review Cornwall Council's data pack, mapping resources, Let's Talk survey results and any other relevant evidence;
- consider existing local evidence, including the St. Agnes Parish Neighbourhood Development Plan, recent consultation material, planning evidence, community feedback and relevant Council strategies;
- agree the key themes and topic areas to be considered as part of the NPS;

- support proportionate and inclusive community engagement across the Parish;
- consider feedback from residents, businesses, community groups and other stakeholders;
- undertake or coordinate place assessments, settlement information, mapping, photographic evidence or other supporting work where useful;
- identify draft priorities for the Parish, ensuring these are evidence-led and clearly linked to community feedback;
- prepare a draft Neighbourhood Priorities Statement using Cornwall Council's preferred template and format;
- prepare or coordinate any required supporting documents, including a consultation statement and relevant appendices;
- make recommendations to the Planning Committee before any draft NPS is published for consultation;
- support the required public consultation on the draft NPS;
- review consultation responses and recommend any changes to the draft Statement;
- present the final draft NPS to the Planning Committee, or Full Council where required, for approval and submission to Cornwall Council.

The draft NPS should be concise, proportionate and focused on the Parish's key priorities. Cornwall Council's suggested NPS content includes an introduction, a summary of the Parish today, a prioritised list of key matters, a key diagram, key data, a vision, issues and objectives, and a summary of community engagement.

Method

The Working Group will ensure that its goals, actions and recommendations are S.M.A.R.T:

- **Specific:** well-defined, clear and unambiguous;
- **Measurable:** with specific criteria that measure progress;
- **Achievable:** attainable and realistic;
- **Realistic:** within reach and relevant;
- **Timely:** with a clear timeline, including a starting and target date.

The Working Group will also ensure that its work is:

- evidence-led;
- consultation-led;
- proportionate to the purpose of an NPS;
- consistent with Cornwall Council's templates and guidance where appropriate;
- clear about what the NPS can and cannot achieve;
- mindful of data protection and confidentiality requirements;
- aligned with the Council's adopted policies and communication standards.

Membership

Membership will consist of Parish Councillors appointed by the Planning Committee.

The initial membership of the Working Group, as resolved by the Planning Committee on 18th May 2026, shall include Cllrs Brown, Pudney, Watson, Biggs, Sheard and Clark, with Cllr Porter to be asked to join as a representative of Mount Hawke.

Councillor members are established by the Planning Committee and thereafter, if Councillor vacancies arise, by the Planning Committee.

The Working Group may invite community representatives, volunteers or local stakeholders to assist with specific tasks where their expertise, local knowledge or relevant experience can contribute meaningfully to the preparation of the NPS. Community representatives and volunteers may support evidence gathering, engagement, survey promotion, local knowledge, place assessment and other agreed tasks. They may not speak on behalf of the Council, commit the Council to any position, or incur expenditure.

The Working Group may invite Cornwall Council officers, local organisations, businesses, landowners, community groups or other relevant parties to attend meetings or engagement sessions where this would assist the preparation of the NPS.

The Working Group may elect a Chair, who shall be responsible for calling and running meetings and delegating actions with support from the Clerk. It has the discretion to elect a Vice Chair.

Quorum
Quorum will be three, to include at least three Parish Councillors.
Where a meeting is not quorate, no recommendations may be agreed, but informal discussion may take place, and notes may be taken for consideration at a future quorate meeting.

Frequency of meetings
The Working Group will meet as required to progress the NPS in line with Cornwall Council's programme, consultation requirements and any deadlines agreed by the Planning Committee.
Meetings are expected to take place regularly during the preparation, consultation and submission stages of the NPS.
Meetings may take place virtually, physically, or in a hybrid format as regulations and Working Group members dictate.
Additional meetings may be called by the Chair, in consultation with the Clerk, where required to progress time-sensitive work.

Public Participation
There is no legal right to attend Working Group meetings, as this is not a decision-making body of the Council. Admittance of the public to meetings is at the discretion of Working Group members.
The Working Group will, however, ensure that appropriate public engagement and consultation takes place as part of the NPS process. Public input should normally be gathered through agreed consultation methods, such as surveys, public events, drop-in sessions, written representations, website information, newsletter articles, social media, stakeholder contact and other appropriate engagement methods.
Public consultation material and any public-facing documents must be approved through the appropriate Council process before publication, in line with data protection requirements.

Record of meeting
Meeting notes or minutes will be produced and submitted to the Planning Committee at the next available meeting.
When tasks are created and delegated, each will have a designated person of responsibility. They will have the duty of reporting on their task progress at each Working Group meeting, either in person or by way of a written report.
The Working Group will maintain an action log or project tracker to monitor progress against key stages, including evidence gathering, engagement, drafting, consultation, review and submission.

Review & termination
The Working Group may review its Terms of Reference as required and make recommendations to the Planning Committee. Only the Planning Committee may resolve to make changes to the Terms of Reference, subject to any matter reserved to Full Council. The Working Group will terminate by resolution of the Planning Committee, or following completion and submission of the Neighbourhood Priorities Statement and any final reporting required, whichever is sooner.