

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on 10.01.17.**

**Present:**

Gill Butler (GB), Cllr David Hughes (DH), John Page (JP), David Quoroll (DQ),  
 Kate Roberts (KR), Cllr Roy Taylor (RT), Alison White (AW)

**Apologies for absence:** Emma Deacon (ED)

Some confusion over the date of the meeting may have meant that others did not attend and apologies were not tendered.

**In attendance:** Tasha Davis (TD),

Community Link Officer St Blazey, Fowey & Lostwithiel Neighbourhood Services,  
 Cornwall Council

**Attachment:** NDP Presentation ppt. from Tasha Davis (TD).

Item	Item / Discussion / notes	Who? Action? By when?
1.	The minutes of meeting held on 29.11.16. were not available, so it was decided to defer these until next meeting.	BH to circulate All to agree 06.02.17.
2.  Slide 16           Slide 12	<p><b>PowerPoint attached as provided by:</b> Tasha Davis (TD).                      TD and DH stressed that the NP is an enabling document, not about stopping things.</p> <p><b>Slide 16</b> identifies specific steps to be taken during the Neighbourhood Plan (NP) process. A Steering Group has been formed. <b>Terms of Reference (ToR)</b> were reviewed at meeting on 29.11.16. but require the formal approval of the meeting.</p> <p><b>A draft list of specific responsibilities</b> and associated tasks with names attached is to be drawn up and discussed next meeting.</p> <p>A leaflet (AW) about the NP has been agreed. It is intended to distribute 1 leaflet to each household + a survey (KR) which should help identify core themes of interest to members of the local community.</p> <p>TD was asked if the SG could use the interactive map available on the CC website for publicity purposes e.g. for the leaflet. TD to investigate and let AW know.</p> <p><b>Community engagement events</b> will be held on varying days and at varying times so as to gather evidence. These events could include speaking to groups, drop-in events, workshops.</p> <p><b>Slide 12 Evidence base</b> must be solid and back up everything in</p>	<p>AW to circulate All to agree ToR 06.02.17.</p> <p>AW to circulate 06.02.17.</p> <p>KR to present draft survey All discuss 06.02.17.</p> <p>AW to report back on map 06.02.17.</p>

	<p>the NP. e.g. What is the evidence for housing need? Do we need retirement age bungalows in the parish to free up bigger houses? Do we want a design guide for houses and if so, what is the evidence and rationale for this?</p> <p><b>Community engagement</b> i.e. survey, open workshops etc. is considered to be robust evidence. TD highlighted the need to gather the views of young people. KR suggested approaching school councils, RT Par Bay Local. Community Engagement activities lead to the identification of common themes which can then be explored further. It is important not to pre-empt the findings as the NP must represent the views of the community.</p> <p>DQ reiterated the need for <b>focus groups</b> on specific themes. DQ suggested one person to be identified as lead for each focus group; the focus group then invites others in community with relevant experience to join them; focus group gathers evidence from published sources and via community engagement. DQ offered to take the lead on this task with a review of the skill set/experience available within the SG.</p> <p><b>Other Points:</b> AW asked if community projects come under the NP. TD confirmed they do not. Query whether the question on the draft survey re: community projects is relevant.</p> <p><b>Identifying evidence</b> which may be relevant to the NP is vital.</p> <p><b>Flooding information:</b> St Austell Bay Resilient Regeneration Project (STARR); much of our area is Zone1/2 for flooding. TD will investigate where more information might be found and let AW know.</p> <p><b>Housing need:</b> DH commented that the Cornwall Local Plan has agreed a minimum of 52,500 new homes for the whole of Cornwall by 2030. In our Community Area Network of St Blazey, Lostwithiel and Fowey (and which includes areas such as Par, Lanlivery and Tywardreath) there is a requirement for about 870 homes of which 480 have already been built or have planning permission. TD agreed to investigate whether specific evidence of housing need in Tywardreath and Par Parish is available and let AW know.</p> <p><b>Consultancy:</b> It was generally agreed that there is a lot of information/research publicly available and TD suggested looking at NPs drawn up by other areas. It was also agreed that current SG members had a lot of relevant experience relating to the areas/issues covered by NPs. DQ described how when he was involved with a NP elsewhere, the consultant acted as a critical friend, challenging what was being produced by the NP steering group. It was decided to defer to a later date consideration of when it</p>	<p>DQ to start focus group process 06.02.17.</p> <p>KR and all review draft survey 06.02.17.</p> <p>AW update SG 06.02.17.</p> <p>AW update SG 06.02.17.</p>
--	---	--

	<p>might be useful to employ an outside consultant.</p> <p><b>Council contacts:</b> TD mentioned other sources for information. Rosemary Stone, Community Networks Support Officer, Area Network Support Office Colleen O'Sullivan, Planning Officer, Cornwall Council may be able to answer specific queries on Neighbourhood Planning.</p>	
<p><b>3. Slide 18</b></p>	<p><b>Special characteristics and distinctive features of What makes our parish unique? What is our vision for the parish?</b></p> <p>The NP is essentially a document which will be taken into account when making planning decisions. We must comply with Cornwall Council plans and policies, unless there is incontrovertible evidence for not doing so. DH explained that we need to identify the physical characteristics of the area which contribute to its identity e.g. the Saints Way, the Area of Outstanding Natural Beauty. We can also make reference to neighbouring areas where relevant e.g. the coastal footpath, our proximity to the Luxulyan Valley. Community assets e.g. the allotments can be itemised in the NP. DH offered to circulate the analysis of data collected for the Parish Plan in 2005.</p>	<p>DH to circulate analysis of data 06.02.17.</p>
<p><b>4.</b></p>	<p><b>Funding</b></p> <p>There are pots of money available for developing the NP. Tywardreath and Par Parish Council has set aside £5,000.00 and £9,000.00 is available from Localities Funding. DQ will check with Claire Hurley of the Cornwall Rural Community Charity (CRCC) as to the application process.</p>	<p>DQ 06.02.17</p>
<p><b>5.</b></p>	<p><b>Profiles and pictures of SG.</b> GB agreed to follow up on those still missing and send on to DQ.</p>	<p>GB 06.02.17.</p>
<p><b>6.</b></p>	<p><b>Future meeting dates.</b> JP suggested trying to identify a regular monthly slot/date for full Steering Group meetings. AW will contact SG members about their availability.</p>	<p>AW 06.02.17.</p>
<p><b>7.</b></p>	<p><b>Draft Survey:</b> KR circulated the survey but lack of time meant that this item has been referred to next month's meeting.</p>	<p>KR draft survey 06.02.17.</p>

**The next meeting will be held on Monday 6<sup>th</sup> February 2017**  
starting at 7.15 pm at The New Inn, Tywardreath.