

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on Monday 6<sup>th</sup> February 2017.**

**Present:** Gill Butler (GB), Becky Hughes (BH), Cllr David Hughes (DH), James Kittow (JK), John Page (JP), David Quoroll (DQ), Kate Roberts (KR), Cllr Roy Taylor (RT), Alison White (AW), Adrian Wildish (AWi), Cllr Caroline Wildish (CW)

**Apologies for absence:**

Dennis Brock (DB), Emma Deacon (ED)

Item	Discussion notes	Who? Action? By when?
1.	<p><b>Adoption of minutes of meeting held on 29.11.16.</b> GB proposed that the minutes were a true record and DH seconded the motion. The minutes were adopted.</p> <p><b>Adoption of minutes of meeting held on 10.12.17.</b> GB proposed that the minutes were a true record and JP seconded the motion. The minutes were adopted.</p>	
2.	It was noted that Paul Horsnell has stepped down from the Steering Group.	
3.	DH thanked AW for her contribution as secretary.	
4.	<p><b>NP Steering Group Processes information</b></p> <p>DH explained that although the SG meetings are not open to the public, it has been decided to follow Parish Council protocol as far as possible:</p> <p>The <b>Agenda</b> should be agreed and sent to the Parish Clerk 7 days in advance of a SG meeting for posting on the parish website. 'Matters Arising' should state 'for report only' since, technically, no decisions can be taken on matters not included in the agenda.</p> <p>'Members' Reports' (at Chairman's discretion) are literally reports. Any decision-making would require a new meeting, if necessary by calling an extraordinary meeting.</p> <p><b>The role of the SG</b> is to steer the focus groups which are effectively working groups. The focus groups discuss the detail and come back to the SG meeting for endorsement of recommendations.</p>	<p><b>All</b> On-going</p>
5.	<p><b>Matters arising from minutes for report only</b></p> <p><b>Photos and profiles</b></p> <p>GB requested that members send any outstanding photos and profiles to tywardreathandparnp@gmail.com ASAP.</p> <p><b>Draft skills matrix</b></p> <p>DQ is using the profiles as a starting point to create a skill set matrix of NP SG members.</p> <p><b>Cornwall Council (CC) responses to requests for information</b></p>	<p><b>All</b> send to GB ASAP</p> <p><b>All + DQ</b> skills matrix ASAP</p>

	<p><b>Flooding</b> guidance is available – AW put the hyperlink in the Item 3b paper circulated before the meeting.</p> <p><b>Housing Need</b> Full details are in the Item 3 paper which was circulated before the meeting but the total number of properties required for local connection in band A,B,C,D and E is 70.</p> <p><b>Maps</b> Colleen O’Sullivan from CC has confirmed the NP can use the maps on the CC interactive site “as long as the maps are used solely for the purposes of assisting with the Neighbourhood Plan”. DH circulated a sample map from another NP as an example of one which could go into the final NP.</p> <p><b>PowerPoint Presentation</b> <b>BH</b> is preparing a PowerPoint presentation for community engagement activities. DQ offered to be involved in talking with groups and will assist with the presentation.</p> <p><b>List of Responsibilities</b> to be sent to Sally Vincent, Parish Clerk.</p> <p><b>Analysis of Parish Data 2005</b> to be circulated.</p>	<p><b>BH</b> to amend leaflet map ASAP</p> <p><b>BH</b> on-going</p> <p><b>BH/AW</b> ASAP</p> <p><b>DH</b> ASAP</p>
6.	<p><b>Treasurer’s Report</b> GB reported that the Parish Council has put aside £5000.00 for NP. Michael Phillips is the Treasurer. All items to be purchased must be agreed in advance by Sally Vincent as Parish Clerk, including for small items such as paper, ink etc. DH mentioned that there is also some residual money for the NP in the Parish Council Community Chest a/c and for which Sally Vincent holds details. GB reported that there is funding available from the Cornwall Rural Community Charity (CRCC).</p>	<p><b>GB</b> to follow up ASAP</p>
7.	<p><b>Funding applications</b> DH asked DQ to take the lead on Funding applications and explore the minutiae involved. DH also suggested setting up a working party to look at this specifically. DQ said that in the e-bulletin circulated to members before the meeting there is mention of £10 000 being available. DQ offered to follow up this up and find out the specific details required for the application.</p>	<p><b>DQ</b> On-going</p>
8.	<p><b>Privacy Policy</b> DH proposed that the Privacy Policy drawn up by GB should be adopted and DQ seconded this. The policy was adopted: all members of the SG agreed to abide by it and 4 officers signed it. AW will check where it needs to be kept.</p>	<p><b>AW</b> ASAP</p>

9.	<p><b>Adoption of Terms of Reference</b>  KR proposed that the terms of reference should be adopted and JP seconded the motion. All members present agreed.</p>	
10.	<p><b>Survey</b>  KR presented the draft survey and explained that she had researched and reviewed a lot of full questionnaires in order to identify key questions in an initial survey. A full discussion of the purpose and content of the survey ensued. Key points included the need to identify what makes this area/parish special as this is main reason for developing a NP e.g. the beach might be one feature; the importance of covering economic, social and environmental aspects e.g. improving public safety might be an issue for some. DH emphasised the fact that every point/question needs to relate to planning. KR amended the survey questions in the light of the discussion and said that she would circulate by email all members before the next meeting. The content of the survey was approved subject to the amendments being made.</p> <p>All present recognised the importance of demonstrating that the SG has taken into account the opinions of a wide range of people in the community, including business people and young people. One suggestion was to be present at Par Carnival. An incentive of a £25.00 prize draw for those who return the survey was another idea; and all agreed that this should be approved. KR, DQ, JK suggested that a separate survey might be required for businesses, and various points were mentioned e.g. business rates, whether employers are able to attract employees with the right skills etc.</p> <p>JK raised the issue of how best to present the survey to young people. A wide range of ideas were put forward for gathering the perceptions of young people and children. CW and GB described how in different forum/s the organisers displayed pictures drawn/painted by children and offered tea and cake which proved popular. RT mentioned that Fourways Youth Centre is hoping to do some work at Par running track which might offer an opportunity for engagement and mentioned a Par Bay research project which he offered to circulate. BH is the chair of the Parent School Association (PSA) at Tywardreath School, the only primary school in the area. BH will bring the survey up at the next PSA meeting and suggested the Friday tuck shop might be an opportunity to gather children's views. It was agreed to form a Community Engagement (CE) group to move forward with ideas. BH offered to be the CE coordinator; and JP, GB and CW said they were willing to be group members.</p>	<p><b>KR</b> to circulate amended survey before next meeting.</p> <p><b>RT</b> to circulate ASAP</p> <p><b>BH</b> to consult with CE group on ways forward. ASAP</p>

11.	<p><b>Remit of NP</b>          BH asked how wide the remit for our NP should be; and whether there was a risk that expectations in the community would be raised but not met in the longer term. DQ said that the process should start with evidence gathering by including everyone's views in the community; and then it would be a matter of pulling out statements and key themes. DH emphasised that the NP has to comply with the Cornwall Local Plan (adopted in November 2016), however it should not reproduce what is in the Cornwall Local Plan. It is a question of identifying what is different and special to the parish, based on the evidence we gather, and this will then allow the community to shape things differently in the NP (from the way in might be in the Cornwall Local Plan) and in a way that reflects the community's views on how the parish should develop.</p>	
12	<p><b>Regular SG meeting slot</b>          AW agreed to continue to try and find a regular slot.</p>	<p><b>AW</b> find a regular meeting slot ASAP</p>
13	<p><b>Members' reports</b> DQ reported on an Affordable Housing presentation which he had attended with RT. If a site is identified which would not normally get planning permission, a trust can be set up to build homes to be sold at a discount on a leasehold basis. If those who buy under the scheme want to sell, they must sell back to the trust at a sale price of 60% of the local market rate.</p>	
14	<p><b>A draft Agenda</b> for the next meeting was drawn up which included Planning and CE activities. Any further items to be sent to AW ASAP. Members were reminded that the agenda needs to be with Sally Vincent, Parish Clerk, one week before meetings.</p>	<p><b>All</b> agenda items to <b>AW</b> ASAP</p>

**The next meeting will now be held on Monday 20<sup>th</sup> February 2017**  
 starting at 7.15 pm at The New Inn, Tywardreath.