

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on Monday 20<sup>th</sup> February 2017.**

**Present:** Denis Brock (DB), Gill Butler (GB), Cllr David Hughes (DH), John Page (JP), David Quoroll (DQ), Alison White (AW),

**Apologies for absence:**

Emma Deacon, Becky Hughes, James Kittow, Cllr Roy Taylor, Adrian Wildish, Cllr Caroline Wildish,

**Attachment/s (available on request):**

Item 4 Code of Conduct and Community Engagement Activities – good practice

Item	Discussion notes	Who? Action? By when?
1.	<p><b>Minutes from last meeting held on 06.02.17.</b>  <b>Approval of minutes.</b> All present approved the minutes. The minutes were adopted.</p>	
2.	<p><b>Matters Arising</b>  <b>Profiles and pictures:</b> a few members have yet to circulate their profiles (and pictures) within the SG. Please do this ASAP. It is not intended to share the profiles and pictures outside of the SG at this stage. The immediate aim is to complete the skillset matrix and to identify where it may be necessary to recruit individuals from the community with particular skills and experience. If members could highlight aspects which are particularly relevant to the development of the NP, this would be useful. SG members can of course choose what to include. In the longer term, when it comes to drawing up the NP, the SG will review the profiles and all will be asked to confirm exactly what can be put into the public domain on an individual level. DQ emphasised that this is “the last call” for this information; and that if members wish to be in specific focus groups and/or lead them, now is the time to complete the profile and let him know.</p> <p><b>Kernow Youth Research Report</b> has been circulated to SG members for information on young people’s views on the area.</p> <p><b>List of responsibilities</b>  Sally Vincent (SV), the Parish Clerk, has posted the names of SG officers and members + emails with members’ permission on the parish website. AW will suggest 2<sup>nd</sup> or Deputy Chair as an alternative to Vice-chair, as this may get round the software glitch which appears not to allow the word ‘Vice-chair’ to be entered onto the site.</p> <p><b>Analysis of parish data 2005</b> DH will circulate after May when there should be less time pressure.</p> <p><b>Regular meeting slot</b></p>	<p>All / DQ complete skillset matrix ASAP</p> <p>AW Contact Sally Vincent ASAP  DH data Jun 17</p>

	<p><b>The 3<sup>rd</sup> Monday in the month</b> is the most convenient slot, so most meetings will be scheduled for this date. Occasionally the room may be required when a group is booked at the pub on a Monday in which case the meeting will be held in another venue. SV has confirmed that the SG can hire a venue if needed, even at very short notice, then the venue can invoice the Parish Council (i.e. FAO Sally Vincent as Parish Clerk) so that the bill can be paid direct.</p> <p><b>Note: there will be no meeting on Easter Monday.</b> Instead, the April meeting will be brought forward and held on Monday 10<sup>th</sup> April.</p>	
3.	<p><b>Information and update:</b> DH reported on very constructive meeting which took place between DH, AW and SV, the Parish Clerk. DH has also had several conversations outside of the meeting about how the SG might best operate in relation to Tywardreath and Par Parish Council. DH said that it had been agreed that the SG should be compliant with Parish procedures.</p> <p><b>Parish website, postings e.g. Facebook</b> DH reported that inevitably the SG will be producing a lot of material which will need to be published on the PC web-site. This will create a lot of work for SV, the Parish Clerk. DH requested that all items should be directed to either him DH or DQ or AW. AW will then be responsible for liaising with SV direct about website postings. The adoption of this protocol should reduce the number of times that SV is asked to modify the site. It will also create an easily demonstrable paper-trail and avoid inconsistencies. All agreed that caution needs to be exercised as regards what is posted on Facebook.</p> <p><b>Personal details: SG and Focus Groups</b> As per his recent email to all members on the subject, DH noted that concerns have been raised by a number of SG members about publishing their personal details on the website for a variety of well-founded reasons. On the other hand, public transparency is a fundamental principle of a NP. DH has taken advice from the Cornwall Council Legal Officer for this matter. In the professional opinion of this officer, the names of the members of the SG and of any focus groups which we set up, and where appropriate, the organisation which they represent should be posted. SG members do not have to agree to their addresses, telephone numbers or emails being published. However the SG should keep their own, confidential, records which can be made available, with the individual's consent, to an Inspector or other such person to demonstrate our probity.</p> <p><b>Privacy Policy</b> Further to the privacy policy agreed last meeting, DH and AW</p>	All to note

	<p>took advice from SV as Parish Clerk. SV explained that she is the data controller for the Parish Council and has overall responsibility for how data is kept and managed. As the SG reports to the Parish Council, data collected comes under SV's remit. AW will keep the SG privacy policy on file.</p> <p><b>Code of Conduct and good practice in community engagement activities</b> (separate paper available on request) The Code of Conduct is based on the principles which are expected of all elected members in Cornwall: Selflessness; Honesty and integrity; Objectivity; Accountability; Openness; Leadership; and Respect for others.</p> <p>The good practice in community engagement activities is based on a South Devon document and other references. A lot of SG members have backgrounds in education and health where such practices are common; and it was generally agreed that members should exercise some caution and listen to their intuition. It is possible that sometimes when delivering surveys for example, a member of the SG or a Focus Group might be invited into someone's house. DH said that this had happened to him as an elected member; and all agreed it is a matter of judgement as to how one should act in these circumstances. SG members were all in agreement that these "Codes" were useful reminders.</p> <p><b>Focus Group reports, Record-keeping, Dropbox</b> Members were reminded that all Focus Group reports and relevant papers should be sent to AW a week in advance of SG meetings. The reports will be copied and pasted into the minutes. Record-keeping is an essential part of the process of developing a NP as it forms part of the evidence base; and records will be scrutinised by the Inspector later in the process as well by as others who may have an interest.</p> <p>To this end, JP is in the process of setting up a Dropbox account. There will be various folders on this account e.g. one for each of the Focus Groups. Each group will be asked to nominate one person to upload documents. JP requested that a standard approach to naming documents should be adopted: the date should be put first in the reverse order e.g. 17 02 22 would be 22 February 2017 and the title of the document should state exactly what it is. At the moment only JP and AW will upload documents into the Dropbox whilst it is being created. In the longer term, JP will supply a link to members so all can access the information.</p>	<p>All to note</p> <p>All to note</p> <p>JP to set up Dropbox ASAP</p>
4.	<p><b>Funding</b> GB has stepped down as treasurer. AW contacted SV, the Parish Clerk, who gave advice on the role as follows: the SG does need to keep accounts but they can be simple i.e. just income and expenditure. AW added that it might be an idea to</p>	

<p>have a projected expenditure column as well, so there is a running balance of how much is left. Expenditure will need to be approved in advance by the SG. SV added that the accounts should be signed off under an "Accounts for Approval" from time to time. Everything runs on an invoice basis, FAO Mrs Sally Vincent as Parish Council Clerk. However, SV did mention that she has just ordered consumables for Fowey NP. AW added that in her view it is important that anything which requires expenditure should be dealt with by the Treasurer to avoid errors e.g. GB had agreed to book venues in her role as Treasurer. Alternatively, X might contact printers for a price, then confirm with the Treasurer the amount, but X would then make arrangements for the invoice direct with printers. It was generally agreed that it was "not a very arduous task" but an essential one.</p> <p>Members present felt that there would need to be some flexibility. In the meantime, nobody present at the meeting felt that s/he was in a position to take on the role. DQ suggested that a request should go out to all SG members for someone to come forward as Treasurer. In the event that no one came forward, the SG will need to try and recruit from outside the SG.</p> <p><b>Funding</b> DQ reported on his research into external funding.</p> <p><b>My Community Neighbourhood Plan Grants</b></p> <ul style="list-style-type: none"> <li>• Can apply for up to £9,000 before programme ends in 2018</li> <li>• Next round of funding applications will be considered in April 2017</li> <li>• All grant money must be spent in 6 months</li> <li>• Recommendation is that initially apply for small amount and then make further applications as required</li> <li>• An end of grant report must be completed before further applications can be made</li> <li>• Minimum grant application is £1,000</li> <li>• Application needs to include a project plan. Suggestion is to make each step much longer than initially estimated</li> <li>• Must include range of quotes for larger items to demonstrate best value</li> <li>• Can apply for costs for following:</li> </ul> <p>What you can use your grant for:</p> <ul style="list-style-type: none"> <li>• Developing a website</li> <li>• Training sessions for members of the steering group</li> <li>• Help with putting together a project plan</li> </ul>	<p>AW to email members re: Treasurer post ASAP</p>
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	<ul style="list-style-type: none"> <li>• Undertaking a household survey</li> <li>• Help with developing the evidence base</li> <li>• Engaging a planning expert</li> <li>• Venue hire, publicity materials, printing and other costs associated with consultation</li> </ul> <p>DQ added that the preferred approach seemed to be to apply in small tranches; and any application money granted must be spent within 6 months. All agreed that it is vital to start making applications for external funding now. DQ offered to take the lead on external funding applications. DQ will also follow up with Claire Hurley at The Cornwall Rural Community Charity the progress of an application for external funding which GB signed when Treasurer. DH explained that any monies granted will be ring fenced in the Parish Council accounts.</p> <p><b>Community Engagement (CE) Focus Group Report</b>The Community Engagement Focus Group is a working party of 3 SG members: John Page (JP), Gill Butler (GB) and Becky Hughes (BH) who is the coordinator. The group intend to ask Emma Deacon (ED) to join them. DH pointed out that the structure of working parties/Focus Groups is flexible and the core members can invite others to join them as they wish and for as long as they are needed. DH and the rest of the SG members present encouraged the CE group to move on with their ideas. All agreed that it was important to get the community engagement activities underway; and it is intended to finalise the details at the next meeting.</p> <p><b>Meeting notes 10 Feb 2017</b></p> <ol style="list-style-type: none"> <li>I. <b>Discussed timeline of information mailouts</b></li> <li>II. <b>Discussed options for the format &amp; content of the consultation ‘roadshow’</b></li> <li>III. <b>Estimated some likely expenditure needs</b></li> <li>IV. <b>Looked at overall timeline of Neighbourhood Plan project</b></li> </ol> <ol style="list-style-type: none"> <li>1. We propose that the leaflet &amp; survey/questionnaire (‘mailout’) that is being distributed needs to include all details of the consultation events – displays, drop-ins and presentations (‘the roadshow’) to encourage people to attend; we also proposed that people need to have around two weeks to complete and return the questionnaire (whether online or at drop boxes in local venues – see below). We will then need two weeks to analyse the data, and two weeks to finalise the presentation materials. This means the roadshow will commence approximately six weeks after the mailout is sent.</li> </ol>	<p>DQ funding apps On-going.</p> <p>DQ to contact Claire Hurley before 20.03.17.</p>
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2. We wanted the roadshow to be able to present the results of the initial consultation. It will inform people about the procedure and timetable for the whole process. We also decided that the roadshow needs to start to make clear the distinction and relationship between the Cornwall Local Plan and the Parish Neighbourhood Plan, in order to start managing expectations of local people getting involved
3. The roadshow will have three formats – static displays, manned drop-ins and formal presentations. The venues will all be local, and we are looking into getting the Town Team Display Bus as an option – we will be finalising details ASAP for the leaflet
4. As well as the dates & venues for the Roadshow being in the leaflet (\* we need to get them in the draft), we will also need to promote it locally using social media and a poster campaign. So there is some urgency to finalise the timetable and organise the event dates, which is again co-dependent on the leaflet & questionnaire
5. Expenditure – we drafted out some possible expenditure for the community engagement activity: see below.

What	Why	Estimate
Town Team Display Bus	To display the roadshow material around the parishes, for manned drop-in sessions	£100
Venues	Hire for venues for formal presentations – two events	£60
Refreshments	Refreshments for formal presentations – two events	£60
Printing posters	High-quality display materials for drop-ins and presentation evenings	£100
Display Boards & banners	Stand-alone display boards for posters and a roll-up banner for events and drop-ins	£300
Equipment	Collection boxes for questionnaires, other? (laptop?)	£30
<b>TOTAL</b>		<b>£650</b>

If this initial expenditure estimate looks acceptable then we will do some research to get some more exact quotes before putting them forward for approval.

6. Overall we discussed how important it will be to use existing contacts within groups and organisations to spread the word and increase public engagement, and to give people something concrete to get involved with

	<p>at this early stage whilst emphasising it is only in development and more detail will come later on in the process, whilst the final Plan is unlikely to be ready before 2019!</p> <p>-----</p> <p><b>SG Discussion of CE Report</b>  The SG thanked the CE group for their input and hard work. <b>The format and content of the leaflet and survey were agreed in principle.</b> Some details are yet to be sorted. ED is amending the logo and KR the content of the survey. Although neither of the members was available for this meeting, both have agreed to circulate the final versions ASAP. The CE group will liaise with ED and KR about these items. It was recognised that days and times of community engagement activities will need to be varied, so as to be accessible to as many people as possible in the community. The CE group will circulate proposed dates to SG members, so as to ensure that there will be enough people available to help at events. It was agreed that final versions of both the leaflet and survey would be circulated to all members of the SG as soon as they become available. AW offered to scribe for any members of the public who asks for help to complete a written or online survey.</p> <p>It is intended to use Tywardreath Village Hall and the Scout Hut in Moorland Road in Par as venues for community engagement activities, as they are located in the more densely populated areas but are geographically quite separate, so should be reasonably accessible to many local residents. Hiring the Town Team Display Bus will also allow us to go to areas across the whole of the parish and advertise the NP more widely outside of Tywardreath and Par. JP suggested that it might be worth approaching Lawrence Reed of Radio Cornwall as he seems to be taking a keen interest in Neighbourhood Plans and might be willing to interview 1 or 2 SG members. Radio Cornwall will also advertise community engagement events on the radio. GB is also writing an article to raise awareness of the NP for the local community magazine PL24.</p> <p>DQ suggested that the CE group need to identify the existing groups out in the community such as Age Concern and the WI; and GB confirmed that PL24 would be able to supply many of the contact details. BH is in the process of preparing a PowerPoint presentation, and DQ and JP offered to talk to groups. The key aim of these initial Community Engagement Events is to raise awareness of the NP in general. However, it was recognised that the SG will need to draw on expertise in the community for other Focus Groups e.g. housing as the NP</p>	<p>ED to circulate logo for final comments ASAP  KR to circulate survey the final comments ASAP  CE group circulate dates ASAP</p> <p>BH PowerPoint ASAP</p>
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	<p>must cover Social, Economic and Environment aspects. It was suggested that visual displays of other potential Focus Group areas of interest might encourage members of the public to ask questions; and perhaps offer to help on specific themes or with specific Focus Group activities.</p> <p>Discussion took place about the proposed initial budget for the community engagement activities. The CE group will contact Tasha Davis (TD) at Cornwall Council to ask if she can find out how many households there are in the parish, so that the cost of printing the surveys and the leaflets can be estimated. GB said that Palace Printers has come through as the best printing firm for this order. The CE group has identified other items which they will need to purchase, for example display boards, leaflet holders and a pop-up banner. Various suggestions were made as to what should appear on the banner and the CE group will discuss further. The CE group will send DQ amended figures and he will use those to make a funding application, the minimum amount being £1,000. DQ will have this application ready for approval at the next meeting. In the meantime, it was agreed that the CE group can incur expenditure in order to move forward with their plans as quickly as possible.</p> <p>The difficulties associated with the delivery of the leaflets and surveys throughout the parish were discussed at length. Much of the parish is rural with isolated houses and farms, often down narrow lanes. The parish boundary is problematic in places with houses on one side being in Tywardreath and Par Parish and on the other in an area covered by a different Neighbourhood Plan. In fact, some of those present confirmed that they only became aware of the boundary when they joined the SG. There is a map on the Tywardreath and Par Parish website. The CE group will approach a contact who has offered to facilitate the delivery of the surveys and leaflets. But it was also recognised that we may need to pay for a delivery service in which case we will need assurances that the delivery service will deliver to <b>every</b> property, however inaccessible as well individual pitches on Romany Gipsy and Traveller sites, so that we can be absolutely sure that everyone within the community receives the information. All agreed that it is important to look professional and to be professional in our approach.</p>	<p>CE group to contact TD ASAP</p> <p>CE/DQ revise budget 20.03.17.</p> <p>CE group to organise delivery of leaflets/ surveys 20.03.17.</p>
5.	<p><b>Project Planning</b></p> <p>SG members briefly considered the references and points previously circulated in the paper (<b>Item 10</b>).</p> <ul style="list-style-type: none"> <li>• a project plan example produced by BH</li> <li>• <b>Cornwall Council's NP toolkit:</b> Guidance Notes with minimum required time-scales are at <a href="http://www.cornwall.gov.uk/media/3632473/guide-note-project-planning.pdf">http://www.cornwall.gov.uk/media/3632473/guide-note-project-planning.pdf</a></li> </ul>	

<ul style="list-style-type: none"> <li>• AW circulated a print-out of a project plan template which details actions to be taken which could be very useful to check coverage of key points. This can be found at: <a href="http://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/preparing-a-neighbourhood-plan/neighbourhood-planning-guide-notes-and-templates/#-tab-359263">http://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/preparing-a-neighbourhood-plan/neighbourhood-planning-guide-notes-and-templates/#-tab-359263</a></li> <li>• <b>The Planning Advisory Service (PAS)</b> template includes the option of a check list which automatically converts to a Gantt chart, so easy to use at <a href="http://www.pas.gov.uk/neighbourhood-planning/-/journal_content/56/332612/4079048/ARTICLE">http://www.pas.gov.uk/neighbourhood-planning/-/journal_content/56/332612/4079048/ARTICLE</a></li> <li>• <b>The Roseland Neighbourhood Plan</b> <a href="http://www.roselandplan.org/the-roseland-plan.html">http://www.roselandplan.org/the-roseland-plan.html</a> has images summarising specific aspects of the project planning.</li> </ul> <p>Members agreed that the key thing is to choose a planning tool which is simple to use; and it was decided to refer this item to the next meeting by which time BH could advise on how easy it was to use the planning tool she had circulated. BH has also offered to circulate the Excel spreadsheet used. In the meantime members are asked to look through and consider the various options above. DH emphasised that in the first instance an outline plan would be sufficient.</p> <p>The CE group is underway on planning; and other Focus Groups will follow once they have been created. This led to a discussion as to whether the initial CE project plan schedule might be somewhat ambitious. CE group members acknowledged that they are already aware that they may need to be more flexible.</p> <p>In particular, there may need to be revisions in the light of the analysis of the data gathered from the initial survey, as this will help establish which other Focus Groups will need to be created. It will take time for these groups to be set up and plan how they will gather their evidence; and consult with individual stakeholders as well as the community.</p> <p>DQ referred members to the statement below and suggested that the SG should aim to submit the plan by the end of October 2018.</p> <p><b>Cornwall Adopted Local Plan p.24 adopted Nov 2016</b>          '1.69 The Council is committed to supporting the development of Neighbourhood Plans to ensure delivery of the spatial strategy and key targets. Should these plans not reach submission stage within two years of the adoption of this Plan or do not make sufficient housing provision within</p>	<p>BH / All review planning tools 20.03.17.</p>
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	<p>the Neighbourhood Plan to meet key targets, the Council will undertake the necessary site allocations to support the delivery of the targets set out in the Local Plan.’</p> <p>AW confirmed that she has already contacted TD at Cornwall Council to check what the implications might be. DH and RT (by email) said that Cornwall Council has not yet decided on any site allocation plans in the NP area. The nearest ones are at Par Docks, on Par Moor and in St Austell.</p> <p><b>Settlement boundaries</b> Members briefly considered the statements below and DQ explained how the process worked in the previous NP with which he was involved.</p> <p><b>Cornwall Strategic Land Assessment Availability (SLAA) Jan 2016 p.31</b> ‘Currently proposed Local Plan policies for rural areas could have an impact on the number and range of sites coming forward as ‘windfall’ as there will be no development boundaries around settlement..... It should however be noted that some neighbourhood plans are considering introducing settlement boundaries.....’</p> <p><b>Advantages and disadvantages of establishing settlement boundaries</b> <a href="https://www.herefordshire.gov.uk/media/6312627/20_guide_to_settlement_boundaries.pdf">https://www.herefordshire.gov.uk/media/6312627/20_guide_to_settlement_boundaries.pdf</a></p> <p>DH acknowledged that the above would be something that the SG would need to consider in the future whilst recognising that it could be an “emotive” topic within the community. Indeed, he reported that there was already much discussion in Council meetings about the definitions of phrases such as “infill” and “rounding off” in the newly adopted Cornwall Local Plan.</p>	
6.	<p><b>Date of next meeting/s and draft agenda</b> The next meeting will be on <b>Monday 20<sup>th</sup> March</b> (and the following one on Monday 10<sup>th</sup> April).</p> <p><b>Agenda items:</b> Community Engagement, Planning Process.</p>	

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

Please note that meetings of the Tywardreath and Par Parish Neighbourhood Plan Steering Group are normally held on the 3<sup>rd</sup> Monday of the month, unless otherwise indicated above.