

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on 10.04.17.**

**Present:** Gill Butler (GB), Cllr David Hughes (DH), David Quoroll (DQ), Alison White (AW), Adrian Wildish (AWi), Cllr Caroline Wildish (CW)

**Apologies for absence:** Dennis Brock (DB), Emma Deacon (ED), Becky Hughes (BH), James Kittow (JK), John Page (JP), Kate Roberts (KR), Cllr Roy Taylor (RT)

**In attendance:**

Cllr Malcolm Harris and Cllr Jordan Rowse who have expressed an interest in supporting the development of the NP

Item	Discussion notes	Who? Action? By when?
1.	<p><b>Minutes from last meeting held on 20.03.17.</b>  <b>Adoption of minutes.</b> All present approved the minutes. The minutes were adopted.</p>	
2.	<p><b>Matters Arising</b>            The 2 copies of the Cornwall Local Plan have been ordered but have not yet arrived. SV has passed on her copy to AW. DH also has a copy.            SV has passed on an address list to AW which will need amending before being passed onto a 3<sup>rd</sup> party for the delivery of the surveys and initial questionnaires.</p>	<p><b>AW</b> to amend address list ASAP</p>
3.	<p><b>Information, Updates</b>  <b>Neighbourhood Plan Surgery</b>            A slot has been booked with a Planning Officer for 10.00 am on Friday 9<sup>th</sup> June at Chy Trevail, the Cornwall Council Office, in Beacon Technology Park, Bodmin PL31 2FR. AW and DQ found this a useful meeting last time. Members are asked to send any questions to AW. Any member interested in going along is also requested to let AW know ASAP.</p> <p><b>Dissemination of information</b>            Various docs come through to AW often covering a wide variety of topics. How do we want to manage this process? For example, the <b>Community Insight Report</b> is now available at:  <a href="http://cornwall.communityinsight.org/reports/789/LocalInsight-Tywardreath-and-Par-Parish-ca78926965_3c7604b9c74ecd4bde4055fac6255ee0-20170317124433377.doc">http://cornwall.communityinsight.org/reports/789/LocalInsight-Tywardreath-and-Par-Parish-ca78926965_3c7604b9c74ecd4bde4055fac6255ee0-20170317124433377.doc</a>            It was agreed that AW will send the link or extracts to appropriate people and/or focus groups until such time as an open access cloud a/c is set up.</p>	<p><b>All</b>            Questions by 02.06.17.</p> <p>Let AW know if wish to attend meeting ASAP</p>

	<p><b>Cornwall Council Services</b> AW made the group aware of the services which <b>Cornwall Council</b> offers (which have been circulated previously to CE group). These include printing, a map service which can provide maps for various purposes and consultancy services.</p> <p><b>Information provided by Ruth Finlay, Mayor of Fowey</b> Sally Vincent, Parish Clerk, put AW in contact with Ruth Finlay. One of the questions AW asked was how much the Fowey NP process has cost. The answer was close to £20 000, not least because a detailed landscape survey has been commissioned at a cost of £6 000. Other people involved in NPs have also mentioned that it can be very costly. DH said that a lot will depend on the community response which will shape the scope of our NP. This will determine whether we need to employ consultants or decide that we have the capacity within the community to do the work ourselves.</p>	
3.	<p><b>Funding</b> DQ reported that the funding application has been submitted to Locality. The outcome of the application should be known by Friday 14th April and if the application is successful, the funds will become available late April/early May. It was agreed that as far as possible orders should be delayed until the application is approved, as orders cannot be paid for retrospectively with these funds. DH proposed a vote of thanks to DQ filling in the funding application.</p> <p>GB clarified the situation over the bus which is to be used for the CE roadshow. The bus for the CE roadshow is organised through St Blazey and District Town Team (not St Blazey Town Bus) and is courtesy of Roselyn Coaches (thanks to Jonathan Ede). It was agreed that an invoice should be raised (rather than offer a donation) as this in line with Parish procedures.</p> <p>DQ reported that SV has advised that Parish procedures do not allow for individuals to use personal printers and be reimbursed for the use of print cartridges. DH explained that this is due to the need for transparency and accountability. It has already been agreed in previous SG meetings that commercial printers will be used for the bulk of NP printing e.g. the leaflets and initial questionnaires. AW and DQ offered to do occasional, smaller quantities of printing on a voluntary basis. GB raised the issue of printing posters and asked whether print cartridges could be purchased for the PL24 printer. It was agreed that AW would contact SV about this if GB wished. DQ added that the posters could be printed commercially.</p>	<p><b>GB</b> to organise invoice when appropriate</p>

	<p>DQ confirmed that SV, AW and Heather Quoroll (HQ) have set up and are operating the order/ invoice/payment system; and HQ is keeping the accounts as required. All invoices have been paid to date.</p>	
4.	<p><b>Focus Group Reports: Community Engagement Matters arising from previous meeting</b></p> <p>The logo has been amended; photos have been sent to GB and BH; GB has taken delivery of the “blown-up” poster of the Parish boundaries; and a stationery list has been started.</p> <p><b>Launch of the NP consultation process</b></p> <p>The NP was launched at the Annual Parish Meeting on 6<sup>th</sup> April 2017. This was the first event in the community engagement process and DH summed up the general view of the SG that this event had been well worthwhile. BH had intended to give a verbal report at the meeting but unfortunately was not able to attend. BH’s written report is as follows.</p> <ul style="list-style-type: none"> <li>• Around 15 members of the public (including Parish Councillors not directly involved) came along to the meeting and were interested in the NP</li> <li>• We had some good first consultation input using our questions and the general feedback was positive</li> <li>• We need to raise awareness of some key points about this process - the fact we have no neighbourhood plan or parish plan in place at the moment, how long it will take, the fact we are all volunteers and local residents, not employees of the parish council (!), the existence of the Cornwall Local Plan</li> <li>• How we clearly define what we need to talk about and record, and what is outside the scope of the Plan (I think that’s for us to get better on too, i.e. what are planning issues and what aren’t (crime, employment rates etc)</li> <li>• The display was good but even though this was a short meeting it did give us very useful feedback on things we can do in the summer consultation roadshow to get some more input</li> <li>• Providing refreshments was really important!</li> <li>• We also need to think about how we identify ourselves at these events, and how we encourage people to have their say once they have arrived</li> </ul> <p>-----</p> <p>In the following discussion various other points were made. Name badges are required for SG members.</p> <p>Setting up and taking down displays as well as moving tables</p>	<p><b>GB</b> to order/organise name badges 15.05.17.</p>

<p>and chairs is heavy work. Enough individuals need to be available at the beginning and/or at the end of events to do the lifting. Members of the public attending the event very much appreciated the opportunity to talk to individual members of the SG at length, so we need to ensure there are enough members present at the events to allow for this. 3 members of public took AW up on her offer to scribe for them and were very appreciative of this. We need to consider how to manage this in future, so people can give their views without necessarily having to write them down themselves.</p> <p><b>Action</b> Once the dates are set for the community consultation events, SG members could indicate their availability to help generally (and if appropriate with heavy lifting) via a Doodle account or similar.</p> <p><b>Follow-up to launch event</b> BH's report will serve as a basis for information to go onto the Parish Council website. AW will incorporate post-it comments from the event and will circulate the draft article to SG members for amendments, additions etc. AW will then send to SV.</p> <p>ED is posting information on Facebook after SG meetings and will do the same for the launch event.</p> <p>GB has put the NP display back into the library. Forms left in the library box and at the launch event have been collected; and GB has put email addresses onto the general, main contact list for updates. The CE group will discuss who will take on the responsibility for emailing updates to the general email list.</p> <p><b>Future events</b> CW suggested that the bus organised via St Blazey and District Town Team should visit both Poldrea and Tywardreath Highway. CW reported that when a wind turbine had been proposed in this area of the parish, a significant number of Tywardreath Highway residents turned out, so it would seem appropriate to go to them about the NP. GB will contact Highway Garage to ask if the bus can park in their car parking area.</p> <p>GB is doing a 5 minute talk at Tywardreath School about the NP. The children will be doing pictures of the things they most value within the Parish. The pictures will then be displayed at community events.</p> <p>There are a lot of community groups within the Parish and the intention is to talk to as many as possible about the NP. DQ offered to liaise on the planning of these with JP and BH,</p>	<p><b>CE group</b> Doodle member availability for events</p> <p><b>AW</b> article ASAP</p> <p><b>ED</b> posting on Facebook as and when appropriate</p> <p><b>CE group</b> email updates ASAP</p> <p><b>GB</b> contact Highway Garage when appropriate</p> <p><b>DQ</b> liaise with JP and BH on talks to groups</p>
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	<p>who have both said they will do presentations and talks. It was agreed that copies of the surveys would be taken to the small group presentations and people would be encouraged to fill them out at the time (with assistance if required). AW is willing to help out as a scribe wherever needed.</p> <p><b>Community Engagement Consultation Events</b>  There was much discussion about the purpose of these events and it was decided that the small group talks and the first few larger community events should be about:</p> <ol style="list-style-type: none"> <li>a) raising awareness of the NP generally</li> <li>b) informing the community about the NP</li> <li>c) stimulating a response from the community</li> <li>d) encouraging individual members of the community to complete the initial survey</li> <li>e) asking for volunteers to contribute to focus groups or in any other way they feel they can help.</li> </ol> <p>In order to achieve the above, it was felt that it would be useful to run the initial consultation events and group talks at the same time as the delivery of the leaflet and initial survey to households within the Parish. The CE group had proposed a couple of dates for 2 consultation events in Par and Tywardreath. However given the above discussion, it was agreed that GB would contact the other members of the CE group who were not present at the meeting and propose a couple of alternative dates – possibly Monday 22<sup>nd</sup> and Tuesday 23<sup>rd</sup> May. Providing the venues are available, the CE group will also need to check how many SG members will be available to help.</p> <p>DH emphasised that unless a group is making a policy decision, the CE (or any other focus) group does have the autonomy to act. Indeed the more the groups can be autonomous in their operation the better. It is hoped that the CE group are now in a position to move forward with their plans. GB confirmed that the initial survey is ready and it is now a matter of finalising the dates for community engagement events. DH requested that the CE group liaise with BH, who is acting as Project Planner, so that the Project Plan can be updated and circulated in due course.</p>	<p>ASAP</p> <p><b>GB</b> to discuss dates with CE group ASAP</p> <p><b>CE</b> group to check member availability ASAP</p> <p><b>BH</b> to update the project plan and circulate ASAP</p>
5.	<p><b>Members' Reports</b>  AWi reported that he had just been at a meeting where the Fowey NP was being discussed. It seems that the main issue has been engaging with the community in the face of a lack of response. It was generally accepted that this could be an issue in our Parish too. The process is a lengthy one and maintaining public interest is going to be a challenge.</p>	

**The next meeting will be held on Monday 15<sup>th</sup> May 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.