

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on 24.08.17.**

**Present:** Gill Butler (GB), Cllr David Hughes (DH), Cllr John Page (JP), David Quoroll (DQ), Cllr Doug Scrafton (DS), Alison White (AW), Cllr Adrian Wildish (AWi), Cllr Caroline Wildish (CW)

**Apologies for absence:**

Becky Hughes (BH), Cllr Roy Taylor (RT)

**In attendance:**

Cllr Jordan Rowse

**Attachment/s:**

Budget expenditure Aug 17

Item	Discussion notes	Who? Action? By when?
1.	<p><b>Minutes from last meeting held on 17.05.17.</b>  <b>Adoption of minutes.</b> All present approved the minutes. The minutes were adopted. There were no matters arising.</p>	
2.	<p><b>Information, updates:</b>  <b>Steering Group membership</b>            DH thanked DS for attending the meeting to help ensure it would be quorate. DS then stepped down from the SG but indicated his willingness to assist whenever required in future. AW reported that the following SG members had also stepped down: Dennis Brock, Emma Deacon, Becky Hughes, James Kittow, Kate Roberts. DQ proposed that Cllr Jordan Rowse should be invited to join the SG and this was seconded by DH. (Subsequent to the meeting JR confirmed that he would accept the invitation.)</p> <p><b>Neighbourhood Plan (NP) surgeries/advice sessions</b>            AW attended a Neighbourhood Plan (NP) Surgery in June run by Cornwall Council (CC) Planning Officers. A sample draft Tourism policy has since been circulated as an example of what we could do. It was noted that once we have written the NP, CC planning officers will give advice and put the NP into “planning speak” for free i.e. we do not have to pay an external consultant for this.</p> <p>A slot has been booked for the next <b>CC NP surgery</b> at CC offices, Chy Tревail, Beacon Technology Park, PL31 2FR on <b>Thursday 14<sup>th</sup> September at 10.00 am</b>. Various members said they might be able to attend. It was agreed that it would be useful to compile questions to be sent to the Planning Officers in advance and focus on <b>environmental and ecological</b> aspects.</p>	<p><b>All</b>            confirm attendance with DQ            email questions to DQ            ASAP</p>

	<p>Suggestions included:          “What level of detail do inspectors look for in respect of environmental reports?” “What level of formal, professional expertise must report writers have, if we are submitting reports as evidence? For example, does someone have to be working as a professional in the field currently? Or will an inspector treat as equally valid evidence submitted by a retired professional, someone who has a degree in the subject but not worked in the field, or someone who is an expert by experience?”</p> <p><b>Situ8 Planning Consultancy</b> a local firm which “achieved planning permission for the development of 16 houses/flats on land behind Polmear Parc in Par” is holding a NP Drop-in session Tues 19<sup>th</sup> Sept 10.00am to 12.30pm at Oravia House, Trevarthian Rd in St Austell. (The nearest parking is on High Cross St.) It was agreed that it would be useful if someone could attend this as we need the perspective of developers.</p>	<p>Confirm attendee/s at Situ8 session at next meeting on 18 Sept 17</p>
<p>3.</p>	<p><b>Steering Group Terms of Reference</b>          All agreed that the current Terms of Reference (ToR) should be changed to reflect the changes in SG membership.</p> <p><b>Point 5</b> to read:</p> <ul style="list-style-type: none"> <li>a) The Steering Group should consist of no fewer than <b>6</b> members.</li> <li>b) The Steering Group shall be quorate when at least <b>4</b> members attend.</li> </ul>	
<p>4.</p>	<p><b>Finance</b>          DQ reported on the current state of the finances. See attached pdf. There is still money available which will need to be spent by the end of October. All suggestions to be emailed to DQ and/or brought to the next meeting. DQ will also clarify what will happen if the money is not spent. DQ asked that members start planning for the period Nov 17 to Apr 18 and be ready to submit proposals for the next round of grant funding.</p>	<p><b>All</b> including in Focus Groups to start planning (including likely costs of proposals)</p> <p>18 Sept 17</p>
<p>5.</p>	<p><b>Focus Groups</b>          Following advice from CC planning officers in June, the following focus groups were established but their remit/titles may need to be reviewed and/or different groups established depending on the results of the initial survey. DH and others spoke about the role of whoever leads the group being to co-ordinate things within the group, ensure things are moving forward effectively and have oversight of the process. AW said that someone in each group would need to record all the evidence (and reference it) as this would need to be included in the NP. (Subsequent to the meeting SG members decided to replace the term “Lead” with “Co-ordinator”).</p>	

	<p><b>So far the membership of groups is as below:</b>  Community Engagement: GB, JP (Co-ordinator)  Planning and Housing: DH (Co-ordinator), RT and Frank Lawson has expressed a willingness to be involved.  Business and Employment: AW (Co-ordinator), CW  Environment and Heritage: DQ (Co-ordinator), JP, AWi  Health and Well-being: GB, JR, CW, AW (Co-ordinator)</p> <p>Much discussion followed about <b>infrastructure</b> and it was generally agreed that as it is a fundamental supporting thread to our plan, we will need to find a volunteer who is willing to co-ordinate a Focus Group for this.</p>	<p><b>All identify a co-ordinator and members of Infrastructure ASAP</b></p>
6.	<p><b>Community Engagement (CE)</b>  <b>Initial Survey</b>  Glitches in leaflet delivery meant that some areas had to be re-leafleted and DQ, DH and AW ended up delivering leaflets, particularly in the more outlying areas of the Parish. Given the slippage in leaflet delivery, it was agreed that the return date for the survey, both paper and on-line, should be extended to 15<sup>th</sup> September 2017. Residents are being encouraged to complete the survey via social media and posters in the Parish Notice Boards as well as on the Parish web-site.</p> <p>DQ had spoken to the “In Search of Tywardreath” group who were very interested in the survey. DH urged anyone who is involved with local clubs and associations to encourage the members to return the survey. In PL24 there will be an article encouraging clubs to invite in NP speakers. It was suggested that NP members identify clubs and associations to whom they are willing to speak. The CE group will keep an overall record but the individual speaker will set up all the arrangements, copying in the CE group for information. SG members encountered a good response when speaking with neighbours and residents in other areas of the Parish. DQ and DH are leading on organising the analysis of the survey results.</p> <p>DH suggested that he should approach Fourways Youth Centre and the group of young people who are currently being trained / working with them as a result of a successful grant bid. They are specifically working in the area of Youth Engagement and might be able to help with the initial survey and data input and analysis for a cost of about £12.00 an hour. All agreed this would be a good idea. GB added that one young person had been asked to look at the St Blaise NP final questionnaire and the input had proved invaluable. The next step as regards Community Engagement is to encourage Clubs and Associations to contact the SG for</p>	<p><b>DQ /DH survey analysis ASAP</b></p> <p><b>All identify clubs and associations  CE keep record of clubs and speakers</b></p> <p><b>DH approach Fourways ASAP</b></p>

	<p>speakers about the NP. AW has written a short article on this which will appear in PL24 (and on the Parish website). DH asked that JP consider/review the CE group's remit now that other Focus Groups are being created.</p> <p><b>Environmental and Heritage (Env &amp; Her)</b>  Several members expressed a keen personal and/or professional interest in this area. Discussion ranged over what types of evidence might be required and how detailed it needs to be; the availability of documentation based on research already done in the area; the necessity or otherwise of bringing in consultants; expertise available within the group and Parish; and what types of survey might be required and when these should be carried out e.g. CW mentioned ecological surveys; AWi the heritage aspect given the Castledore area is registered as a battlefield, and DH mentioned that it might be useful to look to Fowey NP which includes a landscape characterisation for which a consultant was employed. DQ, Co-ordinator for this newly emerging group, suggested that the first step would be to research and gather evidence on what we know. DQ asked JP to research the timing of ecological surveys and others offered to forward other relevant information. All such information and evidence should be emailed direct to DQ.</p> <p><b>General</b>  AW asked that any and all Focus Group specific information should go to the Co-ordinator for each group who will then forward onto other members of that group as appropriate. This way of working should ensure that members only receive information in which they have a direct interest.</p> <p>AW also asked that in future Focus Group Co-ordinators submit a report on their activities <b>in advance</b> of the SG meeting (as is the case with Parish Council meetings). This gives members time to consider questions in advance of the meeting and ensures that activities are recorded accurately in SG meeting minutes, as AW will paste in submissions.</p>	<p><b>JP</b> review remit of CE group by 18 Sept 17.</p> <p><b>JP/All</b> email DQ direct with Env &amp; Her information ASAP</p> <p><b>All to note</b></p> <p><b>Focus Group Co-ordinators to note</b></p>
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**The next meeting will be held on Monday 18<sup>th</sup> September 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.