

Draft Minutes to be formally approved at the meeting of the Steering Group on Monday 23rd October 2017.

Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)

Minutes of meeting held on 18.09.17.

Present: Gill Butler (GB), Cllr David Hughes (DH), Cllr John Page (JP), David Quoroll (DQ), Cllr Jordan Rowse (JR), Alison White (AW)

Apologies for absence:

Cllr Roy Taylor (RT), Cllr Adrian Wildish (AWi), Cllr Caroline Wildish (CW)

Item	Discussion notes	Who? Action? By when?
1.	<p>Minutes from last meeting held on 24.08.17. Adoption of minutes. All present approved the minutes. The minutes were adopted.</p>	
2.	<p>Matters Arising SG members were confirmed as: Gill Butler, Cllr David Hughes, Cllr John Page, David Quoroll, Cllr Jordan Rowse, Cllr Roy Taylor, Alison White, Cllr Adrian Wildish, Cllr Caroline Wildish. Discussion of the remit of the CE group was postponed.</p>	
3.	<p>Funding Finance Report DQ presented the finance report to date. JR asked for clarification about the payments Emma Deacon (ED) has received for Facebook advertising. AW explained that ED had kindly offered to put invoices through her business, as the Parish Council can only operate on a proforma and payment by cheque basis. These payments are specifically for Facebook targeted marketing. JR responded that he had used this tool himself and found it to be a very good technique, so it was agreed that this strategy should be continued. JP will liaise directly with ED on any targeted marketing, as she is no longer a SG member. The financial report was agreed.</p> <p>Current grant application monies DQ asked for proposals as to how the monies remaining in the successful grant application should be spent: the deadline for this is the end of October. It was agreed that GB will forward the original information leaflet to DQ who will amend it in the light of the results from the initial survey, emphasising that these results are only preliminary and might change subject to further community consultation activities. The Information Leaflet (version 2) will then be available for talks to clubs and associations and at any other consultation events. The leaflet will be circulated to SG members for comment ASAP.</p>	<p>JP liaise with ED on-going</p> <p>GB send leaflet to DQ ASAP</p> <p>DQ to amend leaflet and circulate to SG ASAP</p>

	<p>AW asked all Focus Groups to let her have items for a stationery order by Tues 26th September. JR suggested ordering 1 or 2 pop-up banners. The SG will decide how many depending on price. JR offered to source a company to supply these, and GB offered to amend the logo, so that it shows up more clearly on the banners and in print format general.</p> <p>JP wondered whether the projector will work with newer laptops. GB and JP agreed to investigate and report if any item/s need to be purchased. AW offered the use of a different projector if necessary.</p> <p>Next round of grant applications DQ asked that all SG members draw up a list of proposals with associated costings for the next round of budget applications which opens towards the end of October/November. Please email them to DQ. The grant will be allocated for a 6 month period, so all are asked to think longer-term.</p> <p>AW said that she had noted in the Roche Consultation Statement that they had produced a tabloid format newspaper to update the community on what was happening. Might this be an idea for Spring 2018?</p> <p>It was suggested that a consultant might be employed to carry out a Landscape Character Assessment and that this needed to be costed.</p>	<p>All/AW 26.09.17. JR pop-up banners GB amend logo ASAP</p> <p>JP/GB check projector ASAP</p> <p>All to send budget proposals and costings to DQ ASAP</p> <p>CE group to consider</p> <p>Env and Her. Group</p>
4.	<p>Survey: DH reported that he had contacted Carol Fitzpatrick of Kernow Youth at Fourways and that one of the young people would be phoning AW to talk about inputting the survey data from the paper copies into Survey Monkey. AW will talk with the young person about what needs to be done and then liaise with JP as CE group Co-ordinator, so he can take this forward. JR circulated the St Blaise paper questionnaire which had been re-designed by members of Kernow Youth. It was generally admired. However, AW suggested the document may have benefitted from being reviewed for accessibility eg for ease of access by those with dyslexia or poor literacy skills. In addition, AW recommended ensuring that all our public documents are proof-read by at least one other person before they go out into the community.</p> <p>The CE group will organise the collection of the paper surveys from all the venues and pass on to DQ. DQ is tallying the information already on line, including the open box comments, so that the SG will have an overview of how the community has responded. DQ has started a manual tallying of the information taken off Excel printouts of on-line comments. He will do the</p>	<p>AW/JP liaise re Kernow Youth ASAP</p> <p>All to note</p> <p>CE group/DQ organise input and analysis of the survey</p>

	<p>same for the paper copies. Once DQ has completed his tallying, all the information on the paper copies will be entered into Survey Monkey by Kernow Youth with the assistance of the CE group. In this way, the information will be double-checked and presented as a totality in a downloadable electronic format from Survey Monkey. DQ reported that so far analysis of the data suggests that the Focus Groups mirror what the community values and considers important in the Parish e.g. protection and enhancement of the Environment has scored very highly.</p>	<p>data ASAP</p>
<p>5.</p>	<p>Focus Group Reports:</p> <p>Community Engagement</p> <ol style="list-style-type: none"> 1. Details have come through from Luxulyan regarding getting the final questionnaires out via Cornwall Council. They have sent GB various documents showing how they organised it and GB will forward them to anyone who would like to see the detail. 2. The following local groups, organisations and schools have been contacted with a view to members of the SG visiting each to give a short talk about the NP. A copy of the email is available on request. As yet no replies have been received. <p>Tywardreath Women's Institute Par Old Cornwall Society Creative Workshop Tywardreath British Legion Tywardreath School Biscovey Academy Biscovey Infants School Doubletrees School Par and Tywardreath Age UK Par, Tywardreath and St Blazey Scouts</p> <p>Still to be contacted:- Local Girl Guides/ Rangers Air Cadets Army Cadets. There could be more!</p> <p>NB. Some of these organisations are not within the Parish but it is likely that members of the Parish attend them or are involved.</p> <p>Business and Employment</p> <p>The Business and Employment group (CW and AW) have started research by contacting Planning Officers with a list of questions; drawing on the Neighbourhood Plan Toolkit notes on Business, growth, skills and training and other Cornwall Council publications such as The Community Insight Report; and by looking at the relevant policies in other Neighbourhood</p>	

	<p>Plans. AW has asked that she and CW be involved in framing specific questions on employment when the CE group seek the views of young people. Once the key information has been gathered, the next step will be to talk with a few local business people across key sectors such as Farming, Retail, Self-employment and Tourism to see what they think the positives and challenges are facing business locally; and identify where the NP might be able to assist. It is been decided that the most time efficient way for AW and CW to communicate will be via email.</p> <p>Health and Wellbeing</p> <p>The creation of the Health and Wellbeing focus group (GB, JR, AW, CW) comes at a time when Health and Social Care organisations in Cornwall are facing the challenge of service transformation, as outlined in the document: Taking control, Shaping our Future. In June 2017 at the St Blazey, Fowey & Lostwithiel Community Network Panel, it was proposed that “Health “ should be added to the Priorities list and this will be considered at the next meeting of the panel. Members of the Focus Group are patients at the two local GP practices, Fowey River Practice and Middleway Surgery (which although physically located outside of the Parish serves many residents). Both GP practices keep patients informed of developments via newsletters and/or minutes of Patient Participation Group Minutes. We are also fortunate in that we have access to expertise locally, for example one of our Cornwall Councillors, Dr Andy Virr (AV), is a member of the Health and Adult Social Care Overview and Scrutiny Committee and a Consultant in the Emergency Department at Royal Cornwall Hospital, otherwise known as RCHT or Treliske.</p> <p>There is a lot of discussion locally around Health, not least because of the current closure of the local community hospital in Fowey, so in the short term the members of the group are focusing on keeping themselves informed of developments in this area and within Cornwall generally. However, it should be noted that Health & Wellbeing is a broad term as far as Neighbourhood Plans are concerned and all NP policies should consider the potential impact on the health and wellbeing of the local community. Further information is to be found in Cornwall Council’s guide note: https://www.cornwall.gov.uk/media/15200119/health-and-wellbeing-guide-note-march-15.pdf.</p> <p>It has been agreed that the most time efficient way for GB, JR, AW, CW and AV to communicate will generally be via email with occasional group meetings.</p>	
6.	<p>Situ8 Planning Consultancy NP drop-in session 19.09.17. Unfortunately nobody was available to attend the session on</p>	

	<p>this occasion.</p> <p>Cornwall Council Planning Surgery September 17</p> <p>DQ attended and the following is a summary the key points discussed with Colleen O’Sullivan (CS).</p> <p>a). CS suggested combining utilities and transport into an “Infrastructure” Focus Group and confirmed that the other Focus groups currently being formed in the light of Community Engagement activities are appropriate i.e. Planning & Housing, Environment & Heritage, Business & Employment, Health & Wellbeing. In the following discussion DH referred to “infrastructure being fundamental, a supporting thread to our plan.” It was generally agreed that we need to find a volunteer willing to co-ordinate a Focus Group on this. Other Focus Groups may be required once the full results are in from the Initial Survey and Community Engagement Activities.</p> <p>b) The working groups should start with the relevant policy in the CCC local plan and bring out the local ‘flavour’.</p> <p>c) Housing needs data should be included in the NP. This should cover what has been built and what is in the pipeline.</p> <p>d) As far as the initial survey and community engagement activities are concerned, we do not have to keep a record of every individual statement/response. We can group them.</p> <p>e) CS recommended the Roche Consultation Statement and proformas for noting feedback/comments from (anonymised) individuals and organisations as regards the NP. AW agreed to circulate these to the Focus Group Co-ordinators.</p> <p>f) DQ explained that he had started a manual analysis of the open box comments on the initial survey. The best things about our parish include so far: the community, the 'green environment', the facilities, the beach, transport links, our history & heritage, cleanliness and low density of housing.</p> <p>There were also lots of suggestions as to what could be improved. Cars topped the list of concerns, especially dangerous parking and speeding. Other items were the need for more facilities especially for the young/teenagers, dog poo & litter. There were many issues raised by small numbers. CS responded that the NP cannot address any of the above concerns directly. She would recommend setting up a separate working group on the vehicle issue and engage with the parish council and county council on this. We should then ensure that the community knows that we have analysed the results and taken whatever action we can.</p> <p>g) DQ asked CS: “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</p>	<p>All to note</p> <p>AW circulate docs ASAP</p>
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	<p>field, or someone who is an expert by experience?"</p> <p>There is no need for external consultants. The key thing is that anything included in the plan must be factually correct and the evidence must be available to support this. An inspector can only query facts. So as long as we are confident that what we include is accurate we can use the expertise that is in our community.</p> <p>h) What is the Planning definition of "regeneration"? There is no formal definition. It can include social, economic, and/or environmental requirements.</p> <p>The Business and Employment Focus Group had submitted a number of questions and CS's responses are available and AW will email them out to anyone who wants them.</p>	<p>AW to provide responses on request</p>
<p>7.</p>	<p>Members' Reports</p> <p>GB reported that she had spoken with Sonia Clyne about the Par Bay Job Club which is currently running out of the Burrows Youth Centre. From early 2018, the Job Club will operate out of Cornubia, the new Community Hub in Par which is to be fitted out with IT facilities. There will also be support for residents who need help with Universal credit applications. GB will forward the full report if requested but key points included: most attendees don't have internet at home; they access the centre on foot or by bus, find it expensive to travel to St Austell or Truro and difficult to get to Bodmin. It is intended to roll out a wide range of services at Cornubia in 2018 e.g. there will be workshops running on IT related topics, debt counselling, dyslexia assessments etc.</p>	<p>GB to provide full report on request</p>

The next meeting will be held on **Monday 23rd October 2017** starting at 7.15 pm at The New Inn, Tywardreath.