

**Draft Minutes to be formally approved at the meeting of the Steering Group on Monday 15<sup>th</sup> January 2018.**

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)  
Minutes of meeting held on 20.11.17.**

**Present:** Cllr David Hughes (DH), Cllr John Page (JP), David Quoroll (DQ), Cllr Jordan Rowse (JR), Alison White (AW), Cllr Adrian Wildish (AWi), Cllr Caroline Wildish (CW)

**Apologies for absence:** Gill Butler, Cllr Roy Taylor

Item	Discussion notes	Who? Action? By when?
1.	<p><b>Minutes from last meeting held on 23.10.17.</b>  <b>Adoption of minutes.</b> All present approved the minutes.            The minutes were adopted.</p>	
2.	<p><b>Matters Arising</b>            The SG reviewed the banner design. AW will amend as agreed; and liaise with GB who is in contact with Display Wizard, the company producing the banner.</p> <p><b>Social and other Media</b>            JP will post information on Facebook as appropriate including a summary of meetings, based on the unapproved minutes. There will be a delay between the meeting and the posting as SG members need the opportunity to check the minutes and Sally Vincent (SV) needs to have time to post them on the Parish website. AW has written and submitted an article for PL24 which will be posted on the Parish website. AW has also produced fuller survey information for the Parish website and, as soon as this is approved, AW will ask SV to post on the website and on Parish notice boards.</p> <p><b>Information updates</b>            Colleen O’Sullivan has moved to a new role and Ryan Searle, Neighbourhood Planning Officer, is now our new point of contact: Ryan.Searle@cornwall.gov.uk</p> <p>There is another NP Surgery run by Planning Officers on Fri 1<sup>st</sup> December at Chy Trevail in Bodmin. We have a slot booked for 10.00am. AW, DQ and possibly DH are going. Others are welcome to attend. The Planning Officer has asked for all questions to be emailed well in advance of the meeting, so do email these to AW soon, preferably before Tues 28<sup>th</sup> November.</p>	<p><b>AW</b> amend banner/<b>GB</b> order ASAP</p> <p><b>JP</b> Facebook postings ASAP</p> <p><b>AW</b> PL24 article and fuller survey info. to website ASAP</p> <p><b>All to note</b> 28.11.17.</p>

3.	<p><b>Funding</b> DQ is liaising direct with Sally Vincent on the final figures for the end of report for the Localities funding. DQ believes we may need to pay back what we have not spent.</p> <p>Some Focus Group Quotes for the next funding round application are outstanding. JP will contact Kernow Youth to clarify how much they charge per hour. All quotes are to be with DQ by 23.11.17. DQ will then circulate the quotes to all members who are requested to reply yes or no according to whether they think the quote/s should be approved and be submitted for the funding application. All agreed that it was appropriate to run virtual meetings in this way.</p> <p><b>Business and Employment quote</b> DQ is going to check the parameters for the hire of consultants, but it was noted that several quotes had been sought for a Bus &amp; Emp website/database. The Highstone Consultants quote was approved as it was the most reasonable and detailed in its proposal.</p>	<p><b>DQ</b> SV end of report ASAP</p> <p><b>JP</b> Kernow Youth charges</p> <p><b>Focus Group Coordinators</b> 23.11.17.</p> <p><b>All</b> 30.11.17.</p> <p><b>DQ</b> consultant parameters ASAP</p>										
4.	<p><b>Focus Group Reports:</b> <b>Business and Employment (Bus &amp; Emp)</b> CW and AW have continued to liaise via email.</p> <p><b>1. Quotes for funding application</b> Two venues have been approached for quotes for a Business event such as a Business Breakfast and we intend to approach others. Below is an estimate of costs as part of the Bus. &amp; Emp. bid for the next round of funding applications.</p> <table border="1" data-bbox="288 1256 1246 2022"> <thead> <tr> <th colspan="2"><b>Business and Employment</b></th> </tr> </thead> <tbody> <tr> <td>Business event</td> <td>250.00</td> </tr> <tr> <td>100 paper surveys double sided A4 St Austell Printing (Business Event and for distribution by hand as appropriate) A4 flat size, Full colour print both sides, 170gsm Silk Trim, crease and fold to 4pp A5</td> <td>65.53 (no VAT)</td> </tr> <tr> <td>Employment of consultant to do the following <ul style="list-style-type: none"> <li>Company database for the Parish of Tywardreath &amp; Par</li> <li>1 day on-line research and calling</li> <li>1 day survey set-up, launch, collation and presentation results</li> <li>“Free” website designed to collect email addresses</li> </ul> Paid for by adverts but we can pay a bit more for these to be taken off. </td> <td>240.00</td> </tr> <tr> <td>Cornubia Hall Jobseeker engagement activity</td> <td>100.00</td> </tr> </tbody> </table>	<b>Business and Employment</b>		Business event	250.00	100 paper surveys double sided A4 St Austell Printing (Business Event and for distribution by hand as appropriate) A4 flat size, Full colour print both sides, 170gsm Silk Trim, crease and fold to 4pp A5	65.53 (no VAT)	Employment of consultant to do the following <ul style="list-style-type: none"> <li>Company database for the Parish of Tywardreath &amp; Par</li> <li>1 day on-line research and calling</li> <li>1 day survey set-up, launch, collation and presentation results</li> <li>“Free” website designed to collect email addresses</li> </ul> Paid for by adverts but we can pay a bit more for these to be taken off.	240.00	Cornubia Hall Jobseeker engagement activity	100.00	
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	<p><b>2. Map:</b>  With the help of Cornwall Council, we are creating a detailed map showing employment sites within a 3 mile radius of the Parish (at no cost to the NP). This radius was chosen on the basis that Cornwall Council states that the statutory walking distance to school for children of eight and above is 3 miles, so it would appear reasonable to apply this to adults too. We are grateful to John Brinkhoff in Cornwall Council Mapping Section for his help and expertise in this area. Input into this process is also being provided by a colleague of Tasha Davis who is currently updating the information held on employment sites in the Community Network Area as detailed in this email extract: "There is ... monitoring of the ELR during the Local Plan period. Certainly for the CNA and probably by looking at planning applications for the period (a number of which I suspect will be extant); but development has been taking off since the 2012 recession."</p> <p><b>3. Community input:</b> Other opportunities for hearing residents' views on Bus &amp; Emp will include various Community Engagement organised events e.g. talks to clubs and open consultation events.  <b>Young adults</b> will be canvassed for their views via the Young Adults Survey.</p> <p><b>4. Action</b></p> <ul style="list-style-type: none"> <li>• Create a display for Bus &amp; Emp.</li> <li>• Update employment site map with new information as necessary in liaison with John Brinkhoff of Cornwall Council Mapping Services, including by reference to documents relating to Site Allocation and updates as provided via Tasha Davis.</li> <li>• Investigate and report on transport links: opportunities and issues.</li> <li>• Liaise with consultant when chosen/if agreed by SG on setting up database/online survey.</li> <li>• Consult with individual employers across a range of sectors in particular, farming, retail, tourism, small business, self-employed, using SWOT analysis as basis: SWOT is an acronym for <b>S</b>trengths, <b>W</b>eaknesses, <b>O</b>pportunities, <b>T</b>hreats.</li> <li>• Formulate questions for paper survey leaflet for employers (based on Cornwall Council guidance notes and ideas gathered in discussions with individuals).</li> <li>• Formulate questions for the Youth Survey.</li> </ul> <p><b>Health and Wellbeing (H&amp;W)</b>  Gill Butler (GB); Alison White (AW); Caroline Wildish (CW)</p> <p><b>1. Consultation with GP Practices</b>  Claire Beatson, Practice Manager, Middleway Surgery passed</p>	
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on the request to consult with the Surgery to Stuart Hunkin (SH), Chair of the Patient Participation Group (PPG). AW and GB met with SH on Wednesday 15<sup>th</sup> November.

SH explained the remit of the PPG which is purely to deal with items raised by patients and to convey these to the Practice Partners. In the context of the NP, a key concern for the Middleway PPG is the capacity of the practice to assimilate the increase in population planned for the catchment area due to the planning permissions granted for housing development. AW assured SH (and by extension the PPG of Middleway Surgery) that she would raise this with the Neighbourhood Planning Officer, Ryan Searle. The next NP Surgery is on 01.12.17. and AW will put this as a question for discussion then. Finally, SH confirmed that he is happy to continue liaising with Tywardreath and Par Neighbourhood Plan Steering Group and to comment on any documents produced in respect of the Health and Wellbeing policy.

Since the meeting, AW has emailed SH the link to Cornwall Council's guidance on Health and Wellbeing which includes mention of health facilities: "You may wish to look at new ways to provide local health facilities, for example through the shared use of community buildings; and improving access to health facilities." <https://www.cornwall.gov.uk/media/15200119/health-and-wellbeing-guide-note-march-15.pdf>

AW has written a letter to the Chair of the Patient Participation Group (PPG) of Fowey River Practice asking whether the group would like to put forward ideas and discuss the Neighbourhood Plan either as individuals or in a group meeting.

## 2. Budget proposal

Given that it is anticipated that most of the input from the community on Health and Wellbeing will come from general Community Engagement Focus Group arranged activities, a modest budget has been proposed. See below.

<p>GP practice engagement activity to be agreed with Fowey River Practice and Middleway surgeries. <b>If</b> a survey, costs would be:  200 paper surveys double sided A4 St Austell Printing (GPs)  A4 flat size, Full colour print both sides, 170gsm Silk Trim, crease and fold to 4pp A5 £95.06 (no VAT)  OR We might "piggy back" on a survey or mailing the surgeries are already doing, so suggest allowing £50.00 contribution to each surgery instead if this is the case OR allow the same for another type of engagement activity</p>	<p>100.00</p>
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### **3. Future actions**

- Liaise with the other Focus Groups and consider any proposals from a Health and Wellbeing point of view. This will enable us to explore how best to carry out the Health and Wellbeing Impact Assessment longer term when it comes to drafting the NP document;
- Prepare display information on Parish related Health and Wellbeing statistics etc.
- Follow up any individual requests to contribute ideas to the Focus Group which might arise from general CE community events and elsewhere.
- Continue to make contact with and seek contributions from stakeholders.
- Attend the December Cornwall Council NP surgery and explore the possibility of improving/extending health facilities locally. This issue has been raised by stakeholders as there is already significant concern about granting of planning permission for more houses locally and the pressure it is likely to place on local GP practices.
- Explore options for increasing the availability of health services e.g. chiropody and physiotherapy in the parish by using community facilities. This will entail liaison with various stakeholders e.g. both local GP practices and venue managers.

#### **Planning and Housing (Plan & Hous)**

After the 2 very comprehensive reports from last meeting, there was nothing further to add at this stage.

#### **Environment and Heritage (Env. Her.)**

DQ has been using the Cornwall Council (Interactive) Mapping System and reported that it will be very useful for the Env.Her. group. All the relevant statutory information is on the system on a series of maps. A lot of base information is available for development purposes e.g. flood plains, mine shafts etc. DQ is checking various details e.g. how the information should be referenced, for how long it will be available etc.

#### **Community Engagement Group Report 17<sup>th</sup> Nov 2017**

The CE group (John Page, Gill Butler & Jordan Rowse) has been reasonably active during the last month.

Gill & John attended Jordan's Cornwall Councillor's Surgery at Par Library on Saturday 4<sup>th</sup> November. We saw a few people and chatted with them about the Neighbourhood Plan and have collected more contact details for newsletters etc. Gill is working on the Steering Group Gmail account updating info, folders etc. We have been discussing more ways we can get our message and information about what we are trying to achieve out into the members of the parish and will be seeing if we can come along to

<p>the other two County Councillor's (Pauline Giles and Andy Virr) surgeries as the one with Jordan seemed to have some success. We are also thinking about a presence at the community events in the area e.g. The Big Lunch &amp; Tywardreath Fete. Any input from other Steering Group members would be appreciated. We are very conscious that the residents of Tywardreath Highway gets our attention and have every opportunity to be involved. I know we had a few returns from the residents of Tywardreath Highway on the last survey.</p> <p>Jordan has produced an information sheet that we could make use of. I am aware that David Q has produced a leaflet as well. The sheet will be circulated as part of this report.</p> <p>The display is on permanent display at Par Library and we are currently exploring ways of getting other displays or at least some information about us into other parts of the community i.e. Tywardreath and Tywardreath Highway.</p> <p>We have only heard from the WI who would be happy for us to come along to give a talk/info session. Maybe once that has happened other groups will become interested.</p> <p>Gill has now received the name badges and has made them up to be used as required by members of the Steering Group.</p> <p>Following the CE group report, there was wide ranging discussion about the purpose of publicity and the formats it might take. DH recommended that members check the readability level of all written documents and AW will circulate a document on this along with a readability tips guide. 1 in 10 individuals is dyslexic and locally 1 in 5 individuals said they had difficulty reading and writing, so ensuring accessibility to information is essential. AW is happy to review any written information to check accessibility. SG members are reminded that it has been agreed that all written documentation (e.g. articles, flyers etc.) should be checked by several SG members before circulating more widely to the public.</p> <p>Version 2 of the information leaflet (updated by DQ) was approved. DH is checking with the photographer as to whether the new photo suggested by JR can be used. DQ will organise the printing of 3000 leaflets. JR offered to ensure the distribution of the leaflet to individual households throughout the parish, including the more outlying areas such as Kilhallon, Tywardreath Highway, Lanescot, Penpillick, Treemill, Polmear (Parc) and the farms. DH, DQ, JP, AWi and CW agreed to help JR deliver the leaflets.</p>	<p><b>All to note</b> documentation review on-going</p> <p><b>DQ, DH and JR</b> Information Leaflet v2 ASAP</p> <p><b>JR DH DQ JP AWi CW</b> deliver leaflet</p>
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	<p>CW raised the issue that some members of the community are confused about the connection between the Parish Council and the NP and the SG generally. There was some discussion as to whether there should be a separate NP website but this would mean that someone would have to take responsibility for updating and monitoring it; and it would cost. The Bus &amp; Emp website will be separate and general postings could possibly go on that too but the Parish website will remain as the main NP site.</p> <p>Just before the meeting, JR had circulated the draft flyer/information leaflet which (among other things) seeks to clarify the relationship between the NP and the Parish Council.</p> <p>AW has reviewed the flyer briefly and emailed comments back to the CE group. It was noted that time-scales/events mentioned on the leaflet have now changed/moved on. Planning is on the agenda for the next meeting and DQ is in the process of updating the project planning information. DQ/AW will circulate to all for review and comment. Decisions can then be made next meeting as to when and how to engage further with the community about the NP. JR and the CE group were asked to review the flyer/information leaflet and circulate to all members before next meeting.</p> <p>DH suggested that Kernow Youth advisors should be invited to give a 10 minute presentation to the SG at the next meeting on 15<sup>th</sup> January 2018. The topic is: How should we (the NP SG) engage with young people in Tywardreath and Par Parish? JP will liaise with Laura on this and outline some of our thoughts and questions as to the age range, terminology i.e. young people, young adults and the type of engagement activity/activities we should run. Kernow Youth's experience with the St Blaise NP will be of interest. However, the challenge will be to ensure that for this process we gather the views of the young people <b>living within the parish of Tywardreath and Par</b> (rather than the wider area).</p>	<p><b>DQ/AW</b> circulate project planning info.</p> <p><b>JR/CE group</b> Revise flyer, send to SG members 11.01.18.</p> <p><b>JP</b> contact Kernow Youth re presentation ASAP</p>
	<p><b>Date of next meeting/s and draft agenda</b> <b>Agenda for next meeting</b> Members are requested to send items for the agenda to AW before Monday 7<sup>th</sup> January, so that the final agenda can be posted on the Parish website well in advance of the meeting. The main items will be: <b>Kernow Youth</b> on how we might best engage with young people/ young adults about the NP; and <b>Planning</b>.</p> <p><b>Reports for next meeting</b> Members are requested to send Focus Group reports for the meeting to AW by Thursday 11th January so that they can be circulated in advance of the meeting.</p>	<p><b>All to note</b> 07.01.18.</p> <p><b>Focus Group Co-ordinators to note</b> 11.01.18.</p>

**The next meeting will be held on Monday 15<sup>th</sup> January 2018** starting at 7.00 pm at The Burrows Centre, St Blazey. 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.