

Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)
Minutes of meeting held on 15.01.18.

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

Apologies for absence: Cllr Adrian Wildish, Cllr Roy Taylor

Item	Discussion notes	Who? Action? By when?
1.	<p>Minutes from last meeting held on 20. 11.17. Adoption of minutes. All present approved the minutes. The minutes were adopted.</p>	
2.	<p>Matters Arising AW presented an updated project plan which built on previous versions created by Becky Hughes and DQ. AW has added a checklist version of the project plan on the second tab which fits on one page. It was agreed that, subject to certain amendments, the checklist version will be posted on the Parish Website. AW will update the project plan on an on-going basis, as all the dates are estimated and subject to revision. Progress is dependent on how much time the volunteers on the SG and in the Focus Groups are able to spend working on the NP and also the rate at which external funding becomes available.</p> <p>The project plan has been approved by the Development Officers who have also confirmed that the Roche NP Consultation Statement is still considered to be an appropriate model. AW confirmed that she will start drafting the statement which can then be added to as an on-going narrative.</p>	<p>AW project plan updating on-going</p> <p>AW consultation statement when time allows</p>
3.	<p>Funding DQ reported that we are still awaiting approval of our funding bid from Groundworks who administer the process overall. We had been asked to give more detail on certain aspects of the application which we have provided. As soon as DQ hears, he will inform the rest of the SG and it should be noted that all the money from this bidding round must be spent before the end of March or be paid back. From April 2018 £23 million will be available for the following 3 years. At the moment Locality – our funding contact – is currently unable to confirm exactly how this will be distributed.</p> <p>NP Planning surgery: Planning Surgery 01.12.17. Bodmin DH, DQ and AW attended.</p>	<p>All approved budget to be spent by 31.03.18.</p>

<p>Ryan Searle (RS) is our new primary contact for the NP and he works closely with Zoe Bernard-John (ZBJ), a more senior Development Officer. The key point arising from the meeting is that NP guidance is being updated, so documents/guides on the Cornwall Council NP website should no longer be relied upon. For example, the NP template has been changed; and the project plan on the website is no longer the preferred model.</p> <p>During the meeting ZBJ strongly recommended that we should carry out a Housing Need Survey ASAP, as this will determine how we proceed. The results of the Housing Need Survey will affect decisions in respect of what we need to do next in the NP process as regards development options such as whether to (re-)instate Settlement Boundaries as well as determining further evidence e.g. Landscape Character Assessment. DH has applied for funding for training and preparation for aspects linked to a possible Landscape Character Assessment process and the Sustainability, Strategic Environmental Assessment should it be required.</p> <p>As far as the Housing Need Survey is concerned, we obtained 2 quotes: one from Cornwall Council Affordable Housing Team (AHT) was very sketchy in outline; the other was from PFA a private market research company and was much more detailed and significantly higher in cost than that of Cornwall Council. Given the imperative to carry out the Housing Need Survey ASAP, DH, DQ and AW agreed that an estimate for the survey should be submitted as part of the December (Localities) Funding Application Bid. It was decided that discussion of the format of the survey and delivery mechanisms would be referred to this meeting for consideration by the SG.</p> <p>Since before Xmas we have been liaising with Ryan Searle who has sent us Housing Guidance Advice Part 1 and 2, Guidance on Development Boundaries. We do have reservations about the methodology and documentation that CC Affordable Housing Team use for such surveys and we are hoping to be able to modify some aspects, for example, we would like to make the “standard letter” more readable. Discussions with Cornwall Council AHT are on-going but equally we are minded to follow the Development Officer advice and prioritise the Housing Need Survey. Following discussion, the SG approved the Funding Application bid for the Housing Need Survey.</p> <p>DQ will update the second version of the information leaflet to make reference to the Housing Need Survey.</p>	<p>DH, DQ, AW Housing Need Survey ASAP</p> <p>DQ update information leaflet ASAP</p>
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4.	<p>Kernow Youth (KY) presentation and discussion Youth Worker Laura Pellow (LP), and Megan, a Young Advisor, talked to us about the various projects with which they are involved and about engagement activities which they have run. For example, they are currently running the Soapbox project for ages 18-25 and the Respect Project for those aged 13-17. Last summer they organised activities on Par Beach and they are hoping to run at least one activity a week during the summer holidays this year. The SG had various questions, not least about the terminology we should use: youth, young people, young adults? The consensus was that in future we will use the term “young adults”. After a general discussion about how the SG felt KY might be able to contribute to the NP process, LP suggested that Outreach might be appropriate and added that KY will soon be using Cornubia Hall in the Parish of Tywardreath and Par. AW agreed to draft a detailed brief for Kernow Youth in the light of discussion which she would circulate to SG for approval and then send to LP with a map of the Parish.</p>	<p>AW send brief to LP ASAP</p>
5.	<p>Focus Group Reports:</p> <p>Community Engagement The 2 eye-catching pop-up banners have arrived in good quality carrying cases. These will be very useful for engagement activities including our regular commitment to being in the library on the 1st Saturday in the month, at the same time as Cllr Jordan Rowse holds his surgery. At the January session, two more people signed up for updates, which is encouraging. We continue to liaise with Kernow Youth about how we might best engage with the young people in our community.</p> <p>It is worth noting that of the three people we spoke to, two were not aware of the parish Neighbourhood Plan. I am at a loss as to why when every household had a leaflet but it seems we have more work to do. Gill and I have discussed having a centre spread on the NP in the next PL24 Magazine with big letters etc. John Page, CE Group Co-ordinator</p> <p>It was agreed that JP, JR and GB will work on a centre spread for PL24 and noted that it imperative that the text is circulated around the SG in good time for comment before the PL24 deadline of 14th February. The SG thanked JR and GB for designing organising the purchase of the pop up banners; and CW for her idea to leave space in the design for posting special events.</p>	<p>JP GB JR PL24 article to SG by 08.02.18.</p>

<p>JR is currently liaising with AW about the A4 flyer. AW has contacted Becky Hughes to ask if she could send us the original graphic detailing the Project Plan, so JR can edit it. JP and GB said that they would follow this up too. It was agreed that once the flyer is finished, AW will circulate it for comments and approval around the SG. It was also noted that being in Par Library at the same time as JR ran his Cornwall Cllr surgery had proved to be very beneficial. GB raised a query as to how best to update individuals in the community who are on the group email list. Given the amount of information which is now being posted across various media, it was agreed that in future individuals will be signposted to the Facebook page and their attention drawn to the Parish website which has a wealth of information including leaflets, posters, SG meetings and PL24 articles.</p> <p>Business and Employment CW and AW have continued to liaise via email. Employment Sites Map: Cornwall Council has finished a detailed map showing current employment sites and projected employment sites, within a 3 mile radius of the Parish (at no cost to the NP). This information is of course subject to change on an on-going basis, but it does show just how much there is already available in terms of land which is already or will be available for a wide range of employment needs including industrial. Within the Parish of course much of the business is retail, agricultural and tourism related, so there are fewer employment designated sites as such, but this needs to be balanced against the availability of sites within a 3 mile radius.</p> <p>Business and Employment Website Whilst awaiting funding grant approval, AW has been preparing ideas and text for the proposed Business and Employment Site, so this can be up and running as soon as the money is through. David H is kindly proof reading substantial text and once it is up, AW will be able to edit the website if/as necessary.</p> <p>Health and Wellbeing Meeting with Fowey River Practice Patient Participation Group (PPG) AW attended a PPG meeting on Wednesday 10th January. In a short presentation AW covered the background to the NP and the ways in which the community could give more detail or shape a policy to reflect local views eg the St Ives NP requires new residential dwellings to be occupied as a person's "principal residence".</p>	<p>JR flyer to AW for SG ASAP</p> <p>GB NP email update ASAP</p>
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<p>In the case of the Tywardreath and Par Parish NP, the Steering Group has already agreed that a Health and Wellbeing impact assessment checklist will be used to evaluate other policy statements and objectives in areas such as Housing, Environment etc. It was generally agreed by those present at the meeting that the promotion of good Health and Wellbeing needed to be viewed in the wider context. Some individuals on the PPG gave their personal views at this point as regards housing and their view that priority should go to those with clear, local links to the Parish and that a policy such as that in the St Ives NP in respect of new builds might find be appropriate for our context too.</p> <p>AW emphasised how the NP must be in conformity with the Cornwall Local Plan but the NP enables the local community to influence and shape the development of the local area. As a result of initial consultation community wide the SG's current view is that the Health and Wellbeing Policy should focus on:</p> <ul style="list-style-type: none"> * individuals living with disabilities (physical, learning and mental health); and *the needs of senior citizens, <p>Some examples were given of policy statements which have already been proposed and these appeared to find favour:</p> <ul style="list-style-type: none"> *Explore options for increasing the availability of health services e.g. chiropody and physiotherapy in the Parish by using community facilities. *Ensure that new development only takes place where there are pavements and/or footpaths which are accessible and safe to use by all including wheelchair users and those walking with children and buggies. *Prioritise development which would enable older people to downsize and move into accessible accommodation such as bungalows or shared properties with lifts. *Encourage development which would create a pedestrian-friendly, safe environment, thereby promoting social interaction for all, including for those with specific needs such as dementia or mobility impairment. <p>AW explained that the SG were all volunteers and not planners, so all such proposals will be put to the Development (Planning) Officers with whom we are liaising at Cornwall Council. They will then advise as to whether they are appropriate for the NP or whether specific proposals might need to be addressed in another forum such as by the Parish Council.</p>	
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	<p>AW emphasised the fact that this is only the beginning of the consultation process with special interest groups such as the PPGs and said that further contributions and feedback would be welcome at any time.</p> <p>Dr Waldron offered to put up an A4 poster in the surgery waiting room at Par Health Centre to raise awareness about the NP and provide contact details for those patients who wish to contribute their views and ideas.</p> <p>AW added that there may also be the opportunity for a small amount of grant funding to be made available for consultation with patients living in the Parish of Tywardreath and Par who attend either Fowey River Practice or Middleway Surgery. If grant funding is approved, the NP Steering Group would consult with the PPGs as to what they would consider appropriate as regards the nature of any engagement activity. Finally, AW thanked Fowey River Practice PPG for their invitation to attend the meeting.</p>	<p>AW poster to Fowey River Practice when appropriate</p>
6.	<p>Date of next meeting: Monday 19th February.</p> <p>Agenda for next meeting Members are requested to send any other items for the agenda to AW before Friday 9th Feb, so that the final agenda can be posted on the Parish website well in advance of the meeting.</p> <p>Reports for next meeting Members are requested to send Focus Group reports for the meeting to AW by 3pm on Friday 16th Feb, so that they can be circulated in advance of the meeting.</p>	<p>All to note</p> <p>Agenda items 09.02.18.</p> <p>Focus Group Co-ordinators Reports 16.02.18</p>

The next meeting will be held on Monday 19th February 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 3rd Monday of the month, unless otherwise indicated above.