

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on 19.02.18.**

**Present:** David Quoroll (DQ), Cllr Jordan Rowse (JR), Alison White (AW),  
 Cllr Caroline Wildish (CW)

**Apologies for absence:** Cllr David Hughes (DH), Cllr John Page (JP), Cllr Roy  
 Taylor (RT), Cllr Adrian Wildish (AWi).

Item	Discussion notes	Who? Action? By when?
1.	<p>It was noted that Gill Butler has resigned from the Steering Group. The SG expressed their gratitude to Gill for her sterling work and enthusiasm and wished her well with her other endeavours.</p> <p><b>Minutes from last meeting held on 15.01.18.</b>  <b>Adoption of minutes.</b> All present approved the minutes. The minutes were adopted.</p>	
2.	<p><b>Matters Arising</b>          The next NP Planning Surgery is at 11.00am on Wed 7<sup>th</sup> March in Bodmin. Please send any questions to AW ASAP, so that the Development Officer Ryan Searle (RS) can prepare answers in advance of the meeting. At present, DQ is definitely attending, DH might go and AW will do so too.</p>	<b>All</b>
3.	<p><b>Funding</b>          DQ confirmed that the funding monies had finally been released. It was noted that the original date on the Locality website for applications for the next round appeared to have changed recently. DQ agreed to confirm when applications would open for the next round and for how many months we should bid eg April to end September or something different. AW pointed out that we needed to be careful to bid sufficiently far in advance for any major cost items. In particular, AW asked the SG to note that at present the Final Questionnaire is due to go out at the end of October, so there is a risk that we could be invoiced for this at a time when one funding round is coming to an end and another has yet to begin. The project planning sheet as it stands now would imply that the questionnaire should probably go to the printers or whichever organisation is distributing it towards the end of September/October. We may also require the services of a consultant and this too will be invoiced at about this time.</p> <p>It was agreed that AW should send RS a question about this, so that those attending the NP Planning Surgery on Wed 7<sup>th</sup> March can discuss it there. At this point it may then</p>	<p><b>DQ</b> to confirm with Locality</p> <p><b>AW</b> ask RS about Final Questionnaire + SEA process</p>

	<p>be necessary to seek a quote for the Final Questionnaire process and circulate it to the SG for comments. AW will also ask RS about the cost of any Strategic Environmental Assessment (SEA) which may be required. In any case, <b>all</b> bids need to be firmed up ASAP, so that we can get a funding application in as soon as the bidding process opens.</p>	<p>and costing. ASAP</p>
<p><b>4.</b></p>	<p><b>Focus Group Updates and Bids</b>          Due to the late release of the money from the Funding Body, some bids will need to be re-submitted in the next round. The SG approved all the funding bids detailed below. DQ is revising the budget figures and gathering the bids together, so that he can make a fresh application as soon as bidding opens.</p> <p><b>Environment, Heritage</b>          DQ has commissioned Cornwall Wildlife Trust to provide all information that they hold on the parish. This should act as a base from which the group can then work. This work will be invoiced before 31 March 2018.</p> <p><b>The bid for the training of volunteers to prepare the Landscape Character Assessment (LCA)</b> will be re-submitted in the next funding round. David Q went through the figures with those SG members present and all approved the bid as it was on the same basis as previously.</p> <p><b>Housing and Planning</b>          DH, DQ and AW have been liaising with Cornwall Council on The Housing Need Survey. We modified the CC template letter, so it is now much easier to read and DQ has arranged for the second version of the NP information leaflet to be included in the same envelope as the survey. We are expecting the invoice this week and our understanding is that it might take up to 4 weeks for the surveys to be sent out, but it is likely to be much sooner. We do not have the final invoice figures as yet, as it will be partially dependent on how many requests come through for paper copies of the survey to be sent out. However, we anticipate that the total will be within the funding allocation for which we applied.</p> <p><b>Business and Employment Jobseeker</b>  <b>Jobseeker Engagement Activity Bid £ 100.00 re-submit</b>          It has been decided to postpone the Jobseeker Activity planned for Cornubia Hall until May when the Hall should be fully up and running. It was agreed that the previous bid for £100.00 should be resubmitted for the next funding round.</p>	<p><b>DQ</b> funding application ASAP</p>

<p><b>Website</b>  AW has been working with Lee at Highstone Consultants to create a website with basic information about Business and Employment in the Parish. All businesses, employers and the self-employed will be invited to complete an on-line survey via the website and so far we have more than 200+ names on the database. CW is drawing up an employer survey to be used for both on-line and paper versions. The latter will be sent out on request and/or distributed in the Parish as required.</p> <p><b>Employer Business Breakfast or similar</b>  We had hoped to find an attractive venue with good parking for this event. However, it has proven difficult to find a business willing to run this at a reasonable cost. Moreover, given the short deadline for invoicing this funding round, trying to do this activity would have been a significant challenge. Therefore, we have decided to carry out the Business and Employment Survey and Jobseeker engagement activity before reviewing the evidence gathered. We have also drawn up questions for the Young Adults. If we feel we need to gather more employer views at a group event, we will bid for funding in a later round.</p> <p><b>Health and Wellbeing Workshop Bid: £200.00</b>  AW met with Andrew Green (AG), a new contributor to the Focus Group, on 02.02.18. AG is a member of a number of health-related committees. AG spoke about research into Blue Green Healthcare and the benefits of blue and green spaces on individuals who have a range of health issues, both physical and mental health. Blue space covers everything related to water both coastal and inland: sea, lakes, canals, rivers. Green space includes parks, nature reserves, allotments, gardens, in effect any open, accessible green areas.</p> <p>It appears that the Blue Green ethos encompasses much of what the local community holds most dear and the Parish of Tywardreath and Par is well placed geographically to enable the community to benefit from this approach, should they wish to incorporate it into the NP.</p> <p><b>Health and Wellbeing Workshop</b>  We had already decided to postpone the workshop until the next funding round, as we need at least 10 weeks lead-in time. In the light of the information about Blue Green Healthcare, <b>we have increased our bid from £100.00 to £200.00.</b> We suggest that we hold a community engagement activity to explore whether the Blue Green approach for H &amp; W would be supported by local people.</p>	
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<p>Our intention would be to invite a range of potentially interested parties:</p> <ul style="list-style-type: none"> <li>• the PPGs from Middleway Surgery and Fowey River Practice;</li> <li>• organisers of groups and associations which cater for and/or support <b>individuals living with disabilities</b> (physical, learning and mental health) and the <b>more senior citizens</b> of the Parish;</li> <li>• representatives from neighbouring NP areas;</li> <li>• and organisations which are closely associated with the area such as Imerys, PL24 and Par Bay Big Local.</li> </ul> <p>The Parish of Tywardreath and Par attracts many local people to its beach and countryside and is very much at the heart of the Blue Green space of the local area. This workshop would give an opportunity for those outside of the Parish to contribute to the discussion on how positive Health and Wellbeing can be promoted through enjoyment of the local area, as this is a significant asset enjoyed by many. The SG approved the bid for £200.00 to be submitted next funding round.</p> <p><b>Community Engagement</b> As GB has left the CE group and will be greatly missed, it is recognised that the CE group will require support from other members of the SG to carry out activities. DQ and CW expressed their willingness to be involved with giving talks and/or engaging with the wider community on a small group and individual level. If opportunities arise, DQ and CW will liaise with JP and JR and report back on anything they do.</p> <p><b>Young Adult Engagement</b> <b>Bid £ 350.00 for this funding round</b> (subject to conditions – see below). AW has sent Laura at Kernow Youth (KY) the SG approved, detailed brief for the work we would like them to do with Young Adults. It was agreed that AW should ask KY to provide a detailed proposal and costing, describing exactly what KY would be able to do for £350.00. AW (and JP if available) will meet with Laura to discuss the costing). It is likely that among other things, Laura and/or Young Advisors will carry out structured discussions with the groups they currently work with, based on the themed Focus Group questions contained in the brief. After each discussion, KY will produce a brief report, summarising the responses of the group to the main questions and any other issues raised by the groups. Other evidence, such as photos of activities, would be useful for the Consultation Document. AW agreed to circulate the current KY list of questions to the SG, so that members could add others if/as they wished. Once KY</p>	<p><b>AW/JP</b> liaise with KY and report back with detailed proposal to SG</p> <p><b>AW/All</b> list of questions for KY activity</p> <p><b>AW</b> circulate</p>
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	<p>has provided a detailed costing, AW will circulate it to the SG for comment and/or approval. Providing approval is forthcoming, KY is expected to invoice in this round of funding ie before 31<sup>st</sup> March.</p> <p><b>Community Consultation Events – Tywardreath and Par</b>  <b>Bid £ tbc 2 x Community Consultation Events</b>  AW and CW have agreed to meet with The Sensory Trust with a view to discussing whether this organisation might be willing to run 2 community consultation events, 1 in Tywardreath and 1 in Par later this year, probably in September. The objectives have yet to be finalised but might include: to raise awareness of the Neighbourhood Plan generally; to explore whether the proposed policies are in line with community expectations; and to encourage individuals to complete and return the Final Questionnaire. If the meeting with The Sensory Trust is positive, CW and AW will ask them to provide a proposal with detailed costing for the events. This will then be circulated to the SG for comments and/or approval.</p> <p><b>CE group general</b>  PL24 March edition will carry an advert for the NP and an article. JR has continued to work on the flyer and the graphic about the process has been modified (see attached). AW will ask Sally Vincent to post the graphic on the Parish Website. JR will email the flyer to AW ASAP for circulation to the SG for approval. JP continues to attend NP surgeries and is planning other events for the spring and summer, including a stand at St Blazey MX on Tywardreath Highway and outside The Village Shop in Tywardreath. JP was unable to attend the meeting, but will be asked to put in a bid as necessary for CE activity ASAP (not including the consultation events planned for September).</p>	<p>proposal to SG members ASAP</p> <p><b>CW and AW</b> meet with The Sensory Trust and report back with detailed proposal to SG</p> <p><b>JP</b>  Bid for CE activities as necessary ASAP</p>
8.	<p><b>Agenda for next meeting</b>  Members are requested to send any items for the agenda to AW before 11<sup>th</sup> March, so that the final agenda can be posted on the Parish website well in advance of the meeting.</p> <p><b>Reports for next meeting</b>  Members are requested to send Focus Group reports for the meeting to AW by 3.00 pm on Friday 16<sup>th</sup> March, so that they can be circulated in advance of the meeting.</p>	<p><b>All to note</b></p>

**The next meeting will be held on 19<sup>th</sup> March 2018** starting at 7.00 pm at Cornubia Hall, Eastcliffe Rd., Par.

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.