

Draft Minutes to be formally approved at the meeting of the Steering Group on 2nd July 2018.

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

Minutes of meeting held on 21.05.18.

Present: Cllr John Page (JP), David Quoroll (DQ),
Cllr Jordan Rowse (JR), Alison White (AW),

Apologies for absence:

Cllr David Hughes, Cllr Roy Taylor, Cllr Adrian Wildish, Cllr Caroline Wildish

Item	Discussion notes	Who? Action? By when?
1.	<p>Minutes from last meeting held on 16.04.18. Adoption of minutes. All present approved the minutes. The minutes were adopted.</p>	
2.	<p>Matters Arising Data Privacy We hold a list of names and email addresses for NP purposes. In line with EU legislation, all those on our contact list have been contacted and asked to confirm they are happy for us to keep the information. This information will only be kept for NP purposes and will be discarded when no longer needed.</p> <p>Neighbourhood Planning Surgery – Questions and Draft Policy Thursday 21st June 11.00 am in St Austell. It was proposed that we should take the opportunity of the NP Surgery to try and refine our understanding of what might be acceptable in the way of policy objectives and wording in the NP. At consultation activities to date, members of the public have raised a range of issues and suggested solutions. The challenge is to synthesise these comments into a format which we can present as questions and/or options to choose from in the Final Questionnaire. Moreover, we need to ensure that we only ask questions and/or present options which are achievable under planning legislation. For example, the issue of second homes is one which comes up regularly, as some people in the community feel that Tywardreath and Par Parish is at risk of finding that more and more houses are bought up as holiday homes (as has happened in Fowey). The question is what criteria would have to be met for it to be acceptable to put in a new build as main residence criteria. It would also be interesting to know what effect this policy has had in St Ives, for example.</p>	

	<p>It was generally agreed that it would be useful if SG members could take time to research other NPs and note any policy objectives and wording which they think might be applicable to the Tywardreath and Par Parish NP situation. It would be helpful if the source could also be noted e.g.</p> <p><i>'Millbrook Lake (substitute a similar area in our Parish) and its surrounding green area, including the playing fields (see Figure 7), is designated as a Local Green Space and must be protected and enhanced as a public open space and amenity area.'</i> Rame NPD p30 Policy 13</p> <p>A list will be compiled from which we hope to be able to formulate appropriate questions for the questionnaire e.g. Do you think x should be designated as a Local Green Space? We will check with RS, our NP Development Officer, that the question or questions are appropriate; and wherever possible we will trial the questions and suggested policy wording at consultation events over the summer. It was noted that we need to formulate a Vision statement which is in line with the objectives and policies. SG members are asked to email AW with any suggestions for the Vision statement and objectives/policies as well.</p>	<p>SG members to email AW with example policy wording and questions by 14.06.18.</p>																																							
<p>3.</p>	<p>Finance: Locality funding DQ report Details of expenditure grant January-March 2018</p> <table border="1" data-bbox="288 1149 1099 1720"> <thead> <tr> <th></th> <th>Grant £</th> <th>Spent £</th> </tr> </thead> <tbody> <tr> <td>Technical(housing needs)</td> <td>1800.00</td> <td>1196.40</td> </tr> <tr> <td>Technical (CWT map)</td> <td>96.00</td> <td>80.00</td> </tr> <tr> <td>Training</td> <td>240.00</td> <td>0</td> </tr> <tr> <td>Facilitator costs</td> <td>348.00</td> <td>0</td> </tr> <tr> <td>Consultants (business website)</td> <td>240.00</td> <td>240.00</td> </tr> <tr> <td>Room hire</td> <td>67.50</td> <td>80.00</td> </tr> <tr> <td>Printing</td> <td>358.50</td> <td>392.50</td> </tr> <tr> <td>Publicity</td> <td>320.00</td> <td>374.99</td> </tr> <tr> <td>Other H & Wellbeing</td> <td>100.00</td> <td>0</td> </tr> <tr> <td>Other (youth, jobseekers, business)</td> <td>600.00</td> <td>395.00</td> </tr> <tr> <td>TOTAL</td> <td>4170.00</td> <td>2758.89</td> </tr> <tr> <td>Payback</td> <td></td> <td>1411.11</td> </tr> </tbody> </table> <p>Locality Funding Bid May-August 2018 Locality has approved our funding application for a total of £2,007. The spending period finishes at the end of August to give us time to apply for further funding for a final questionnaire in the autumn. DQ has re-ordered the bid to fit in with Locality categories:</p>		Grant £	Spent £	Technical(housing needs)	1800.00	1196.40	Technical (CWT map)	96.00	80.00	Training	240.00	0	Facilitator costs	348.00	0	Consultants (business website)	240.00	240.00	Room hire	67.50	80.00	Printing	358.50	392.50	Publicity	320.00	374.99	Other H & Wellbeing	100.00	0	Other (youth, jobseekers, business)	600.00	395.00	TOTAL	4170.00	2758.89	Payback		1411.11	
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	<p>Landscape Character Assessment £548 Room hire £240 Printing £374 (includes LCA record sheets, housing needs survey results flyer, Health & wellbeing survey & business survey) Publicity £295 (includes all posters and events) Other £550 (includes landowner engagement, H&W workshop, job-seeker engagement & provisional)</p> <p>Unfortunately the bidding and decision process continues to be exceptionally burdensome and protracted. It seems that we/the Parish Council will be required to complete due diligence forms yet again, before the money is released.</p>	
4.	<p>Community Engagement Strategy (previously circulated) + Equalities impact assessment The NP toolkit now includes an equalities impact assessment template. Ryan Searle (RS) has confirmed that this is advisory rather than a requirement; and a decision on whether to include this will be taken later in the process. However, as far as community consultation is concerned, we are endeavouring to engage with all members of the community including those who may not attend general public consultation events. Cornwall Council guidance in the NP Toolkit has determined our choice of groups. For overall guidance as to the likely statistical representation of different groups within our community, we have used the information from the Local Insight Report (January 2018). We have also talked with local organisations such as Kernow Youth as to their perception of specific stakeholder presence within the community. The part of the draft Community Engagement strategy previously circulated to SG members was agreed.</p>	<p>AW to continue work on the Community Engagement Strategy doc.</p>
5.	<p>Focus Group Reports: Business and Employment The Business and Employment site is now up and running; and has been well received by those who have viewed it. Moreover, we have already had a few unsolicited surveys completed, even though the website has not yet been advertised at all. Our next step will be to send emails to the circa 90 Parish based businesses for which we have found emails in the public domain. This will be followed by a Parish based targeted Facebook posting courtesy of Emma Deacon. Finally, as soon as the funding money is released, we will also arrange for posters to be printed and posted throughout the Parish and on the Parish Council website and notice-boards.</p> <p>AW is contacting St Blaise NP to ask whether they would like us to forward on any survey (with the respondent's permission) where the business is located within their NP</p>	<p>AW contact St Blaise NP re: surveys ASAP</p>

	<p>area. AW will analyse the results which will come in direct to the Tywardreath and Par NP gmail account.</p> <p>Business and Employment will have a display at the Blue Green Health and Wellbeing Workshop and the intention is to invite some employers with interests potentially in Blue Green to the event e.g. Park Leisure Par Sands, Trenython and others. We would welcome input from any SG members willing to be involved in organising a display and activities for the day, even if they cannot be present at the event itself.</p> <p>Health and Wellbeing</p> <p>CW, AW and Andrew Green (AG) continue to liaise in meetings and via email. The main focus of activity this month has been preparing for the Blue Green Health and Wellbeing Workshop, which will be held at the Scout Hall in Moorland Rd. Par between 2pm and 4pm on Wednesday 4th July 2018. We are grateful to Nathan Pink, Scout Leader, for his support of this community event. AW has been in contact informally with several local clubs and associations; and so far the response has been positive. We will also be inviting neighbouring NP Steering Groups and some local groups operating close to the Parish boundary, as the Blue Green spaces in the Parish of Tywardreath and Par attract many local people from outside the parish as well as tourists. We are grateful to Kernow Youth in particular for agreeing to help us with the practicalities of organising the event e.g. with providing and setting up displays, organising refreshments and tidying up afterwards. AW will be sending out a RSVP invitation to groups and associations initially, and then depending on the response and the numbers we feel we can cater for, the event might be advertised more widely across the Parish.</p> <p>After Dr Ben Wheeler's presentation at the beginning of the workshop, there will be the opportunity for participants to contribute their views on how the NP might best promote positive Health and Wellbeing. Our proposal is that we use the event to pull together information about the Parish and evidence we have gathered from across the community so far as regards what they value in the Parish and what they would like to see in the NP. We are intending to research health related policies in other NPs with a view to selecting policy objectives which seem in line with the community's aspirations. Participants at the event could then indicate which policy objectives they might support, those which are a "maybe" and those which they are against. We believe this would help us formulate questions and/or options to put into the final questionnaire and eventually the NP.</p> <p>The range of issues which affect individuals and their Health</p>	
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<p>and Wellbeing is vast of course which is why we are inviting a variety of organisations to the event including Housing Associations, some local employers and those groups who support individuals with a wide range of needs locally. Displays will focus on Health and Wellbeing per se, Business and Employment; and Housing and Development as well as Parish maps of various types. Blue Green is the focus, so we are keen to identify all the Parish's assets in this respect and to engage with groups and associations which have a particular interest in these areas e.g. Par Track Ltd. and Friends of Par Beach. One key question might be the extent to which the community would be willing to accept development if it means that there is a contribution towards enhancing the accessibility of the Blue Green spaces for all, including those with mobility impairments, wheelchair and mobility scooter users or small children on bikes and scooters, accompanied by adults pushing buggies. This is of relevance to users of Par Beach and local footpaths, for example, and may be the case with other Blue Green areas too. Any ideas and suggestions as to possible questions, options and activities for the event would be most welcome. AW circulated a list of proposed invitees in the meeting and agreed to circulate it by email to all SG members for comments, additions and amendments.</p> <p>Planning and Housing</p> <p>We are expecting to receive the Housing Need Survey report from Cornwall Council Affordable Housing Team by mid-June. It appears that return rates for this type of survey average between 10% and 15%. Letters informing residents of the survey were delivered to the 1,532 properties in the Parish. 227 surveys were completed which is a return rate of 14.8%.</p> <p>Meeting with Development Officers SG and Focus Group members + Parish and Cornwall Councillors have been invited to meet with Ryan Searle (RS) and Zoe Bernard-John (ZBJ), Development Officers on Thursday 26th July in Tywardreath Village Hall. 1.00pm – 3.00pm will be a briefing and discussion session. From 3.00pm onwards, SG members will agree a strategy going forwards in terms of options and questions to put to the community. SG members decided that they would provide refreshments themselves rather than use an outside caterer. It has been agreed that we will provide RS and ZBJ with a list of questions before the meeting on Thursday 26th July. As the Housing Need Survey report should be ready in June, it was agreed that SG members will email AW their questions about Housing and Development matters by Friday 22nd June, so that the list can be considered at the next SG</p>	<p>AW email proposed invitees to SG ASAP</p> <p>SG members to note 22.06.18.</p>
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<p>meeting on Monday 2nd July. This will then enable AW to confirm with RS and ZBH the arrangements for the afternoon: the questions; the list of attendees; and the decision that DH as Chair of the Tywardreath and Par Parish NP will also be chairing the meeting.</p> <p>Environment and Heritage Sean Taylor has kindly started drafting a Heritage policy, based on documentary research. The intention is to share this with the Development Officers at the NP Planning Surgery meeting, so they can advise on the layout, content and wording so far. DQ will then approach community groups with a specialist interest in Heritage to gain their feedback. On both the Heritage and Environmental side, we will be identifying the community's assets with a view to considering to what extent they should be protected from development. DH is leading on the Landscape Character Assessment and it is hoped that volunteers will come forward as a result of the PL24 article going out in June. All agreed with DQ who said that the hedgerows in the Parish are a particular feature: JP added that it is very important to maintain the links between the hedgerows for the protection of wildlife.</p> <p>Community Engagement This has proved to be a very busy month as regards organisational matters. JP, ED and AW have liaised about targeted Facebook postings and agreed that given the cost, we will focus on certain activities and events to ensure that we receive maximum benefit for the £100.00. The first activity to be advertised in this way will be the Employer and Business Survey.</p> <p>DH has written an article for PL24 magazine about the Landscape Character Assessment, asking for volunteers from the community to contact him if they wish to be involved. There is also a short message to businesses and employers asking them to go onto the Business and Employment website to complete the survey.</p> <p>Although the funding bid has now been approved, the money has not yet been released which means that it has not been possible to print the "What's happening now" poster. When the money is released, we will look again at what printing might be appropriate. For example, the Housing Need Survey results should be through in June and JR's flyer is ready to go as soon as these results can be inserted. JR and various SG members have offered to organise the delivery of these to households. It was agreed to discuss this at next meeting.</p>	<p>JR/AW to update flyer with HNS results ASAP</p>
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	<p>JP and AW set up a display stand in glorious sun in front of Cornubia Hall on Sunday 6th May for the Community Business Weekend, fashion and dance event.</p> <p>The display was much admired and there were a few passers-by who came up to say hello. JP is organising a stand for The Big Lunch on Sunday 3rd June and is asking members to volunteer for this. JP is also at Par Library on the first Saturday in every month and would be grateful if any SG member/s would sometimes stand in for him on this regular commitment. JP has volunteered to be on reception in Cornubia Hall on Tuesday mornings and it has been agreed with the manager Carolyn Boyce that JP can also respond to NP queries at this time too. In effect, this will be “pop-up” advertising for the NP rather than a permanent display which might not attract attention after a while.</p> <p>Invitations to talk with local groups are on-going. DQ is talking to the Guides and doing a dance workshop at the same time! The Scout Leader, Nathan Pink, is asking the Scouts whether they would like DQ to talk to them too. AW will be going to speak with Tywardreath WI in June. All groups invited to the Blue Green Health and Wellbeing event will also be asked whether they would like a speaker to come along to a group meeting.</p> <p>AW has not yet met with Sally Vincent, the Parish Clerk, with a view to re-titling documents, adding new documents and re-organising the layout of NP section of the Parish website. It has become apparent that things are changing very rapidly as regards the NP process. AW will be checking with the Development Officers at the NP Planning Surgery in June as to what they and the external Planning inspector would expect to see in the way of documentation on the website. In the meantime, the updated CC mapping section produced Parish map is on the NP Business and Employment website and JP is posting links to this.</p> <p>AW has met with Laura at Kernow Youth to discuss progress with the Young Adult Consultation and also to review coverage of groups as per our draft community engagement strategy. This was an extremely positive meeting and we look forward to continuing to collaborate with Kernow Youth for other activities as funding allows.</p>	
6.	<p>Final Questionnaire</p> <p>After much discussion, it was agreed that AW would email RS a series of questions about the protocol for distributing the questionnaire e.g. households and/or electors? AW will also check the address format i.e. if we purchase the household addresses in the Parish will this include the</p>	<p>AW email RS questions ASAP</p>

	<p>name of the occupier. JP mentioned that some people told him that they had thrown away the HNS letter, thinking it was junk mail, but all agreed that it was difficult to know how to prevent this. Perhaps advertising the arrival of the questionnaire in advance of it coming through the letter box would help? AW will also seek quotes for various options: online and/or paper versions; with or without an SAE or Freepost for paper surveys to be returned.</p>	<p>AW quotes to for SG meeting on 02.07.18.</p>
<p>7.</p>	<p>Agenda for next meeting Kernow Youth – Young Adult Consultation Report Housing and Development Questions and final arrangements for meeting on Thursday 26th July with Development Officers: please read the HNS report in advance of the SG meeting. Flyer (JR) Final Questionnaire – update and quote/s</p> <p>Members are requested to send any other items for the agenda to AW before Friday 22nd June, 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 Friday 29th June, so that they can be circulated in advance of the meeting.</p>	<p>All to note</p>

The next meeting will be held on Monday 2nd July 2018
starting at 7.00 pm at Cornubia Hall, Eastcliffe Rd., Par