

Draft Minutes to be formally approved at the meeting of the Steering Group on Monday 20th August 2018.

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

Minutes of meeting held on 02.07.18.

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

Apologies for absence:

Cllr Pauline Giles, David Quoroll, Cllr Roy Taylor

Item	Discussion notes	Who? Action? By when?
1.	Minutes from last meeting held on 21.05.18. All present approved the minutes.	
2.	Matters Arising Further research by DH suggests that it is unlikely that a detailed Landscape Character Assessment (LCA) will be required. It seems likely that it can be done by DH, DQ and the one volunteer who has come forward. Cornwall Council has a lot of information on their site and if there is not enough evidence, this will be picked up by the Development Officers prior to submission. A partially completed draft Heritage policy has been left with Ryan Searle (RS) our NP Development Officer for comment.	DH LCA on-going
3.	Funding Most of the spending has gone on printing and on the Health and Wellbeing Workshop. We are on target to close the books in August with a view to making another bid at the end of August, early in September. The decision on the LCA means that circa £700.00 less will be spent over the summer.	
4.	Final Questionnaire AW had researched 3 options for the Final Questionnaire (FQ); and a paper detailing the findings was circulated to SG members in advance of the meeting. All agreed that we would ask Marketing Means (MM) to organise the questionnaire for us. MM have already done the same for Mevagissey and Salcombe NPs. SG members are asked to email possible questions for the FQ to AW ASAP. It is intended to send out the FQ at the beginning of November which means that we should send the proposed questions to the Development Officers for review by the beginning of September at the latest.	AW liaise with MM All to note Quest. to AW ASAP
5.	Meetings with Development Officers NP Planning Surgery Report - summary of responses DH and AW met with Ryan Searle (RS) and Sarah Furley (SF) Development Officers	

Strategic Environmental Assessment (SEA)

It is unlikely that we will need a SEA, as the requirement for extra houses is not likely to be that high, so site allocation will not be required.

Second/holiday homes

It is **not** possible to pre-empt the issue of second/holiday homes by restricting new builds to permanent residences (as per Mevagissey, St Ives). The percentage of homes with 'no usual residents' in Tywardreath and Par Parish was 6.5% in the 2011 Census. The Cornwall average was 11.4% - and for comparison Mevagissey had 24.6% , Fowey 28.7%, so on this evidence Tywardreath and Par doesn't have the evidence to justify the principal residence policy.

Affordable Housing (AH) and Community Land Trusts (CLTs)

There is a substantial document "Cornwall Affordable Housing Supplementary Planning Document (SPD)" which goes into significant detail about Affordable Housing at:

<https://www.cornwall.gov.uk/media/14384453/affordable-housing-spd-local-plan-supporting-document-draft-march-2015.pdf>

The document covers areas such as Community Land Trusts (CLTs) as well as giving detail on the methodology used to determine house prices. A CLT might be a good way forward for the Parish, but much would depend on drawing up a robust legal agreement. For example, the NP could encourage the provision of warden or other supported accommodation, but it cannot insist upon it. The only way to have this much control would be through a CLT.

Settlement Boundaries

Discussion on settlement boundaries followed the same lines as it has before in other Planning Surgeries. If it is decided to instate settlement boundaries (aka development envelopes) one way forward is to look at the previous settlement boundaries, then draw a line round these to incorporate any new development. This outline then forms the new settlement boundary. Anything outside of this line would need to meet the criteria of an exception site.

If we do the above, no site allocation takes place and no potential sites are marked, because allocating any potential site on the map would mean that this potential new site would automatically become part of the new settlement boundary. The development envelope would in effect be extended; and the potential for new exception sites would be created. RS referred us to St Agnes NP for the process <http://stagnesndp.org/settlement-boundaries/>

Possible Vision Statement, Objectives, policies below

We discussed and agreed the following Vision Statement which is designed to promote discussion at the Blue Green event:

“In 2030 Tywardreath and Par Parish will be a thriving, welcoming and inclusive community, allowing local people of all ages to enjoy sustainable and active lives while protecting a distinctive landscape and coastline, environment and heritage.”

Health and Wellbeing – sources for objectives and policies

RS referred us to

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

This document contains much in the way of guidance. See for example, p.17 “**Section 8 Promoting healthy communities** Planning policies and decisions, in turn, should aim to achieve places which promote:

opportunities for meetings between members of the community who might not otherwise come into contact with each other, including through mixed-use developments, strong neighbourhood centres and active street frontages which bring together those who work, live and play in the vicinity;”

The above tied in with a number of queries around such things as: whether it is possible to promote in the NP the creation of an environment which is accessible to those with significant needs e.g. for those with impaired mobility, dementia etc.

RS suggested looking at paragraph 69 because we could adapt this wording. “Once you have written your objective, your design policy (as described above) also flows from this.”

House design: can the *policies below* be part of house design guidance?

2 bedroom houses should include 2 allocated parking spaces.

Answer: Yes. St Ives Area NDP Policy T2 is an example of this.

House design should provide for cars to be parked to the side of the house.

House design should include front gardens or at least space for seating and raised flower beds or similar to promote social interaction.

A criteria based design policy can be included as regards new development. But it could not be a requirement, especially in small scale development, which is the most likely type of development in Tywardreath and Par Parish. One way is to incorporate a description in the policy justifying what the community is looking to achieve and why, and policy wording along the lines of: *Proposals for new residential development should demonstrate how they contribute to creating sustainable communities by building in opportunities for social interaction into the design and layout of new properties. This could include.....*

Concerns about traffic and parked cars

We reported that there is some disquiet about the narrow streets in some areas of the parish and the ability of emergency vehicles to negotiate their way between parked cars.

	<p>RS responded that it is not possible to do anything specific about the current situation in the NDP. It could be noted as a priority project for the Parish Council/Community in the appendices. The information might also guide settlement boundary lines i.e. avoid allowing room for rounding off in areas that are likely to increase traffic or pressure for parking on narrow sections of roads; and require off street parking in new development in areas where there is a traffic safety issue.</p> <p>The SG will be meeting with Development Officers to discuss the Housing Need Survey Report (HNS) on 26.07.18. AW will circulate the HNS as soon as it is available along with a detailed agenda. SG members are reminded to email AW with questions for the Development Officers by 22.07.18. JR offered to follow up on why the HNS has been delayed in a bid to get it through to SG members in good time for preparing questions.</p>	<p>All to note Quest. for dev meeting 22.07.18</p>
<p>6.</p>	<p>Business and Employment Report</p> <p>We identified 176 businesses, which may be operating in the Parish, from a variety of sources including Companies House, adverts and by word-of-mouth. There is a high level of self-employment in this area and the data changes rapidly, so the number of businesses at 176 should not be relied upon as being completely accurate; and many appear to be individuals working in building and allied trades who in reality may be working on contract to several businesses.</p> <p>At the beginning of June, 84 surveys were emailed out to the businesses and employers for which we could find emails. 12 surveys from businesses operating in the Parish have been returned as of the end of June. This is the equivalent of a return rate of 14% which we gather is in the average range for such surveys. After the initial flurry of responses to the online survey faltered, we set up a targeted Parish Facebook posting to attract the attention of the remaining businesses and employers for which we could not find an email address, but disappointingly this did not generate a single response.</p> <p>It would be good to boost the return rate as amongst other things, this would mean that the employment questions would not need to feature in the Final Questionnaire; and arguably those in business locally are more likely to have a better idea of what the parish needs. CW, AWi and JR will be putting up posters and delivering paper copies to various businesses in the near future. Finally, it is worth noting that before the email requesting employers and businesses in the Parish to complete the survey, 5 responses came through as businesses discovered our website by themselves. We immediately realised there was an issue in that 3 of these came from outside of our NP area. This continued to be an issue throughout and has implications for how we manage the Final Questionnaire. When it comes to analysing the</p>	<p>CW, AWi, JR Survey mid-Aug</p>

Business and Employment Survey results we will eliminate all those for which we do not have a full postcode or where the postcode lies outside the Parish, (though in the case of the latter, we have signposted them to their own NP area if they gave an email address).

Health and Wellbeing report

The Blue Green Workshop planned for Wed 4th July 2018 has been the main focus of activity. AW thanked Andrew Green, John Elkington and SG members for their input to the workshop so far and also Laura Pellow, Youth Worker at Kernow Youth (KY).

Via KY, we have access to 3 Young Advisors who will be helping us with the practicalities of organising the workshop on the day. Leslie Silverlock was the first Par Bay Big Local representative and he set up the Young Advisors as a way of forming a link between young people and public bodies like the police, housing associations, Parish Councils etc. In effect, the idea was to give young people a voice; and we are delighted that the Young Advisors are part of our community engagement process, helping with the workshop and running our Young Adult Consultation with support from Laura. The NP SG is extremely grateful to Laura for her willingness to collaborate in such a flexible, practical and creative way. KY's input has been invaluable in terms of ensuring we engage with "hard-to-reach" members of the community; and we also hope that the experience gained will benefit the Young Advisors in their future lives.

So far, more than 20 organisations have said they will be coming to the Blue Green Workshop including Eden on Prescription, Inclusion Cornwall, both Callywith College and Cornwall College St Austell as well as numerous local groups. A Press release has been sent to a range of media organisations including BBC Spotlight, Radio Cornwall and several newspapers and news sites. After the event, a second press release will go out with photos. We have had requests for notes to be sent out from some organisations which cannot attend, so AW will compile these and email out to all.

Community Engagement Report

During recent weeks we have had a stand at Par Big Lunch. This was a well-attended event and it was wonderful to see so many local groups and associations represented. JP is now busy helping out at Cornubia Hall every Tuesday and advertising and responding to queries about the NP at the same time. Library sessions once a month on a Saturday will stop for July and possibly August. It would be good if others from the SG would offer to stand in for JP on occasions or maybe we should consider stopping the library sessions now that JP is in Cornubia?

	<p>On Wednesday 4th July, we are holding the Blue Green Health and Wellbeing Workshop. DH and JP have both viewed the displays and activities which AW has been organising. DH passed on the SG's appreciation to AW for the significant amount of work she has put into organising this event. AW said that after the Blue Green Event, the displays will be kept, so they are readily available for any other CE events.</p> <p>The main Par Carnival event is on Saturday 14th July 10.00am-4.00pm. JP is organising the stand and will be liaising with CW who offered to help. JR suggested that if the stand were placed alongside his stand, he might also be able to help at times if necessary. AW will also be at Tywardreath Village Show on Saturday 11th August in the Refreshments Tent; and we will be supporting the children's categories for art with £25.00 in prize money. AW will also take along the <i>Wish you were here!</i> postcards with a view to encouraging local residents and their children to draw or write a few words describing what they would like to see in the Parish.</p> <p>There was some discussion about CE events leading up to the FQ; and DH said he would probably be attending the "Fun Palace" preparation workshop 10-12 on Wednesday 18th July at Cornubia. JP might also go. Finally, it was agreed that AW would step back from CE events in order to focus on the FQ and NP documentation to date e.g. the Consultation Statement.</p>	<p>JP, CW Carnival stand 14.07.18</p> <p>AW Village Show 11.08.18</p>
8.	<p>Agenda for next meeting Young Adult Consultation report back by Kernow Youth Final Questionnaire: workshop for planning the questions Budget bids for next application round</p> <p>Members are requested to send any other items for the agenda to AW before Friday 10th August, 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 and budget bids to AW by Thursday 16th August, so that they can be circulated in advance of the meeting.</p>	All to note

The next meeting will be held on Monday 20th August 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 3rd Monday of the month, unless otherwise indicated above.