

Draft Minutes to be formally approved at the meeting of the Steering Group on Monday 15th October 2018.

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

Minutes of meeting held on 17.09.18.

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

Apologies for absence: Cllr Roy Taylor

Item	Discussion notes	Who? Action? By when?
1.	<p>Minutes from last meeting held on 20.08.18. Adoption of minutes. All present approved the minutes. The minutes were adopted.</p>	
2.	<p>Matters Arising Tom Fletcher of the Environment Agency – StARR project is coming to speak at the SG meeting on 19.11.18.</p> <p>DH, DQ and AW are meeting with Ryan Searle and Zoe Bernard-John, Development Officers at the NP Planning Surgery on Wed 19th September. The main focus of the meeting will be to discuss matters relating to the Questionnaire.</p>	
3.	<p>Funding DQ reported that the last funding round accounts had been closed and the underspent monies have been reimbursed. We have spent £4868.89 to date. DQ has submitted the next funding application for the sum of £4054.00 which will probably take us up to the limit (of £9 000.00 of Locality funding). The Parish Council has set aside £5 000.00 for the NP, so we will probably need to call on this for the balance of what is required, but not to any great extent (probably circa £500.00). All depends on, amongst other things, the length of the final Questionnaire, whether it is black and white or colour; and the number of respondents who require extra paper copies sent out to them. This bid will take us through to March 2019 and the advice has been, from both Development Officers and neighbouring NP groups, that there should not be much in the way of costs going forwards.</p>	
4.	<p>Speaker: Carolyn Boyce (CB), Member Pioneer for the Co-op explained that she has been newly appointed and is now working with the stores both in St Blazey and in Par Village. CB is seeking to engage with the community and be aware of their needs. CB also has a small budget which can be used in the community. Priorities currently under consideration include: going plastic free, including in the</p>	

	<p>stores; and helping tackle food poverty. The latter is known to be an issue in St Blazey, but DH added that there is some evidence of this being an issue among residents of our Parish. The older demographic means that this is sometimes more likely to remain hidden, but it exists nonetheless.</p> <p>CB is also the Development Manager at Cornubia Hall; and members took the opportunity to raise questions with her about the Fun Palace week-end (Sat 6th Oct at Cornubia Hall 10.00-6.00pm finish time tbc). CB offered to put out NP information for us; and some members may go along. JP will liaise as necessary on this.</p>	<p>JP to liaise with Cornubia ASAP.</p>
5.	<p>Focus Group Reports:</p> <p>Community Engagement JP has continued with his regular sessions both at Cornubia and at the Library. AW has been in contact Laura Pellow (LP) the Youth Worker at Kernow Youth about the Young Adult Consultation. There are a couple of things to sort before the report and presentation is finalised.</p> <p>Health and Wellbeing The main activity has been the drafting of questions for the Questionnaire.</p> <p>Housing and Planning DQ is liaising with Sam Nicholson from the Affordable Housing Team about the analysis of the responses to the Housing Need Survey (HNS). DQ has also been speaking with Help to Buy SW. It appears that when individuals first register their interest in Affordable Housing, they are asked to describe any connection they may have to a particular parish. But Help to Buy SW do not carry out any check on this at the point of registration. So, the figures may not be accurate. DH said that the important thing is that this and the issues relating to the Homechoice register are mentioned in the report along with the fact that we have investigated to the best of our ability. A letter has been sent to Mr Dennis, Chair of Cornwall Housing (which is responsible for Homechoice) asking him to clarify the current situation. We have not yet received a reply to this. The HNS will come back to the SG as soon as a draft is available for agreement and sign off. It was agreed that it might be useful to ask Andrew Prendergast of Cornwall Council to come and speak to us about Rural Housing and Community Land Trusts in particular. AW will contact him.</p> <p>Environment and Heritage DH and DQ are “walking the ground” to identify where it might be appropriate to draw development boundaries</p>	<p>DH/AW to follow up if necessary</p> <p>AW to contact Andrew Prendergast ASAP</p>

	<p>around Tywardreath and Par Villages, taking into account key landscape features of the Parish amongst other things. DH will then liaise with John Brinkhoff of Cornwall Council (CC) mapping section with a view to getting a new map created. This proposal will be put to the community in the Questionnaire. DH added that much of the information and evidence required for both development boundary and the Landscape Character Assessment is already available on the CC website.</p> <p>Business and Employer Survey JR, CW and AWi have hand-delivered paper copies of the survey to many businesses. The article in the September edition of PL24 included a last call for businesses and employers to do the survey; and wherever possible SG members are using personal contacts to try and encourage more replies. It was agreed that SG members would deliver any last remaining paper copies of the survey and envelopes to businesses ASAP. AW and JP decided to delay a final call via email and Facebook until later in September/ the beginning of October when the tourist season will be winding down a little.</p>	<p>AW/JP to post/email out reminders Beg. October</p>
6.	<p>Questionnaire + letter The letter to accompany the Questionnaire has been agreed with a couple of minor amendments. AW will circulate the letter version 6 to all SG members for review, once the amendments are made. It was agreed that there will be one prize of £50.00 offered as an incentive to try and improve the response rate. Marketing Means will organise the draw and then notify us of the winner.</p> <p>Most of the content of the Questionnaire version 4 was agreed with some amendments. There are some queries to resolve, mainly around whether some of the questions are appropriate to the NP. AW has forwarded this version of the Questionnaire and some supplementary questions to Ryan Searle and Zoe Bernard-John, Development Officers. They will be feeding back to DH, DQ and AW at the NP Planning Surgery on Wednesday 19th September at 10.00am. DH, DQ and AW will amend the Questionnaire again after this meeting. AW will then send the amended Questionnaire to Marketing Means (MM), so they can format it appropriately and comment as well. A map or maps will also need to be inserted. DH is taking the lead on drawing up the proposed development boundary; and will liaise with John Brinkhoff of CC Mapping Section as regards the creation of this new map. At this point the amended Questionnaire will be re-circulated to SG members.</p>	<p>AW to amend docs. and circulate to SG ASAP</p> <p>AW contact MM ASAP</p> <p>DH liaise with CC re: the drawing up of a</p>

		new map ASAP
7.	<p>Date of next meeting and draft agenda</p> <p>Agenda for next meeting</p> <p>Members are requested to send any other items for the agenda to AW before Friday 5th October, so that the final agenda can be posted on the Parish website well in advance of the meeting. Please note that at the moment, the agenda is already quite full with the Questionnaire due to be signed off; and 2 possible speakers, 1 from Kernow Youth and Andrew Prendergast, Rural Housing Enabler, CC.</p> <p>Reports for next meeting</p> <p>Members are requested to send Focus Group reports for the meeting to AW by Thursday 11th October so that they can be circulated in advance of the meeting.</p>	All to note

The next meeting will be held on Monday 15th October 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.