

**Draft Minutes to be formally approved at the meeting of the Steering Group on Monday 21<sup>st</sup> January 2019.**

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)  
Minutes of meeting held on 19.11.18.**

**Present:** 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 Roy Taylor, Cllr Adrian Wildish

**In attendance:**

Tom Fletcher, Environment Agency (EA), Sustainable Places Team

Item	Discussion notes	Who? Action? By when?
1.	<p><b>Minutes from last meeting held on 17.09.18.</b>  <b>Adoption of minutes.</b> All present approved the minutes.            The minutes were adopted.</p>	
2.	<p><b>Funding</b> DQ reported that the latest funding application had been approved and the monies received. This is likely to be the last application, as all the Locality grant will probably be spent by March 2019. We may need to access some of the funds set aside by the Parish Council, depending on the final invoice from Marketing Means for the Questionnaire. DQ will liaise with Marketing Means as to the invoice schedule; and with DH as regards payment of these.</p>	<p><b>DQ DH</b> on-going</p>
3.	<p><b>Information and updates</b>            It was agreed that at present we have no questions for the Development Officers, so a slot will not be booked for the next NP Planning Surgery in December.</p> <p><b>Website and NP evidence</b>            Cornwall Council is continually updating their guidance, so all members involved in producing the NP are advised to consult the website on a regular basis in respect of their own particular interests/activities: <a href="https://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/preparing-a-neighbourhood-plan/neighbourhood-planning-guide-notes-and-templates/#-tab-359260">https://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/preparing-a-neighbourhood-plan/neighbourhood-planning-guide-notes-and-templates/#-tab-359260</a></p> <p>SG members are asked to look at the updated Fowey NP website which might be a useful model for us as regards titles/themes to work to and the documentation we need to consult: <a href="http://www.foweysfuture.co.uk/">http://www.foweysfuture.co.uk/</a>  <b>Please let AW know your thoughts on this website format.</b></p>	<p><b>All to note</b> Jan 2019</p>

	<p>It is essential that a record of all the documentation referenced in the NP appears in a <b>Summary of Evidence and Documentation</b>, so detailed records of all documents consulted will be required under the different theme headings: Planning and Housing; Environment and Heritage; Business and Employment; Health and Wellbeing. Fowey's <b>Summary of Evidence and Documentation</b> gives an idea of the detail required: <a href="http://www.foweysfuture.co.uk/data/uploads/547_206905601.pdf">http://www.foweysfuture.co.uk/data/uploads/547_206905601.pdf</a></p>	
4.	<p><b>Young Adult Consultation Report</b></p> <p>The report was well received and DH proposed that a special vote of thanks should be made to AW for the significant amount of work which she has undertaken in relation to this. The aim of the consultation was to gather the views of Young Adults who might not engage with traditional forms of consultation; and in this, Kernow Youth, the Young Advisors and we were entirely successful. It will be interesting to compare the results from this small sample with the results which will come through from the same age group in the main Questionnaire. A key finding is that 94% of those interviewed have or intend to get independent transport. This has implications for parking in the parish, including for the number of parking spaces for new builds. SG members were not surprised at this, given the sparsity of public transport in our rural parish. The report will be put on the Parish Council website.</p>	
5.	<p><b>Questionnaire</b> AW reported that the questionnaire has now been signed off and will soon be with the printers. AW has asked Marketing Means (MM) to confirm when it is likely to be delivered to households throughout the parish. JP will lead on the advertising front and liaise with AW on this. JP will produce a poster and circulate to SG members for comment. Responses will be required quickly, given deadlines could move fast. All members are asked to email JP with suggestions as to where posters could be put; and offers of help to post them would be welcome. There is a PL24 article appearing at the beginning of December and AW will send a poster to Tywardreath School for publicising in their newsletter. Dr Waldron at Par Health Centre has also offered room for an A4 poster on the notice board.</p>	<p><b>JP</b> <b>All to note</b> <b>ASAP</b></p> <p><b>AW JP</b> <b>to liaise</b></p>
6.	<p><b>Focus Group Reports:</b></p> <p>The main focus over the last 2 months has been the preparation of the Questionnaire and the compilation of the Young Adult Consultation Report. Current action is focusing on compiling the evidence base:</p> <p><b>Business and Employment</b>, the collation of results, analysis and drafting of a report on the Business and Employer Survey</p>	<p>Compiling the evidence base</p> <p><b>AW</b> <b>on-going</b></p>

<p>will be started soon.</p> <p><b>Environment and Heritage</b>, continued work on the Landscape Character Assessment (DH, DQ). DH has made considerable progress on producing a map showing the detail of land use within the parish whilst DQ is mapping views.</p> <p><b>Community Engagement, Health and Wellbeing</b>; apart from the promotion of the Questionnaire, it is mainly a matter of waiting until the results are through, as this will determine what we do next. Early next year, AW will start on the <b>Consultation Statement</b> as per the Consultation Statement Guidance Note <a href="https://www.cornwall.gov.uk/media/21688878/consultation-statement-guide-note.pdf">https://www.cornwall.gov.uk/media/21688878/consultation-statement-guide-note.pdf</a> and Consultation Template <a href="https://www.cornwall.gov.uk/media/22422445/consultation-statement-template.docx">https://www.cornwall.gov.uk/media/22422445/consultation-statement-template.docx</a></p> <p><b>Planning and Housing</b>  <b>Cornwall Council: Housing - Draft Supplementary Guidance</b> available on Cornwall Council Website at: <a href="https://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/adopted-plans/planning-policy-guidance/housing-supplementary-planning-document/">https://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/adopted-plans/planning-policy-guidance/housing-supplementary-planning-document/</a></p> <p>DH, DQ and AW met and discussed this document last Monday 12<sup>th</sup> November. Since then the Parish Council, Planning Committee has asked DH to consider the document and compile a response. DH will take into account the views of NP SG members in this response. Please let DH have any comments ASAP. All comments have to be submitted to Cornwall Council before <b>30<sup>th</sup> November 2018</b>.</p> <p><b>North Coast Cluster Group: call for action/county wide conference about recent planning decisions and implications for NPs.</b> Correspondence and discussion points about this issue continue to come through. AW and DQ receive the updates direct; the other members of the NP SG are all Parish Councillors and receive information via the Parish Clerk. On 11<sup>th</sup> December there is a meeting in St Austell (open only to Parish Councillors) which DH is hoping to attend, at which this issue is likely to be discussed.</p> <p><b>Homechoice Letter and draft Housing Need Survey</b>  There was not time in the SG meeting to discuss the above, but DH, DQ and AW did discuss these items on Monday 12<sup>th</sup> November in the Focus Group meeting. The response to our letter to Homechoice was unsatisfactory, to say the least. Our specific queries were not answered in a straightforward manner and in fact raised more queries in our mind. AW has emailed Sam Nicholson (SN) of the Affordable Housing Team</p>	<p><b>DH, DQ</b> on-going</p> <p><b>AW</b> on-going</p> <p><b>DH</b> <b>All to note</b> 30.11.18.</p> <p><b>AW</b></p>
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	<p>and asked him to clarify certain points. AW is liaising with SN on this point.</p> <p>On a related matter, DQ is liaising with SN on the draft Housing Need Survey (HNS) report. Until the queries are resolved, we are not minded to sign off on the draft report, not least as we still believe the Homechoice figures to be unreliable, yet developers are quoting them as evidence of the need for housing when making planning applications. No doubt this will form part of the discussion at the next SG meeting in January 2019 when the main item on the Agenda is Affordable Housing.</p>	<p>Follow up with SN</p> <p><b>DQ</b> Follow up with SN on HNS report</p> <p><b>All to note</b> 21.01.19.</p>
7.	<p><b>StARR (St Austell Bay Resilient Regeneration) Project</b> The following report is included as background to the presentation and discussion which took place at this meeting.</p> <p><b>Meeting StARR 03.10.18.</b> Present: Shaun Pritchard (SP) Environment Agency (EA); Cllr David Hughes (DH); Alison White (AW)</p> <p><b>Summary of discussion</b> SP introduced himself as a member of the EA Sustainable Places Team (SPT). Originally a Town Planner with a development control background, SP then moved into EU related project work. SP is working with Tom Fletcher (TF) and Howard Simpson (HS) who both attended our Blue Green Health and Wellbeing event. The EA/SPT is working on the evidence base relating to flooding and will be identifying, for example, open spaces which should be safeguarded from development in order to mitigate the risk of flooding.</p> <p>SP explained that he had asked for the meeting to put forward a proposal concerning the Flood Policy in our Neighbourhood Plan (NP). SP added that he had met with Jenny Moore, Chair of St Blaise NP, the previous day to discuss the same. The proposal is that:</p> <ul style="list-style-type: none"> <li>• Tywardreath and Par Neighbourhood Plan Steering Group, St Blaise NP Steering Group, the Environment Agency/Sustainable Places Team and Cornwall Council Development Officers, Sarah Furley and Ryan Searle, would agree the direction of the Flood Policy in each NP. The direction of policy would be in line with the St Austell Bay Resilient Regeneration (StARR) project.</li> <li>• The primary objective would be to safeguard land from development, so as to mitigate the impact of flooding.</li> <li>• The EA/SPT would produce the necessary evidence to justify the Flood Policies in both NPs. The aim would be to ensure that the two NP Flood Policies are broadly compatible with one another, as they would both be based on the evidence produced by the EA.</li> <li>• The SPT would draft the policy statements for inclusion</li> </ul>	

	<p>in the NP as regards the Flood Policy in conjunction with Sarah Furley and Ryan Searle.</p> <p><b>Discussion</b> It was agreed that both St Blaise and Tywardreath and Par Parish do share similar problems as regards the risk of flooding, not least in terms of the impact on roads, footpaths etc. However, it was also noted that there are significant differences too, both topographic and demographic. In Tywardreath and Par Parish, for example, the issue of “run-off” is of particular concern to some residents. Many have also commented on the impact of flooding as regards accessing footpaths generally, be it for recreational purposes or when trying to get around, especially when walking with children and buggies or for those who have impaired mobility.</p> <p><b>Proposed Action</b> SP will organise a meeting to discuss this further at which members from both Tywardreath and Par Parish NP SG and St Blaise NP SG will be present.</p> <p>All present agreed that they would be willing to move forward on an agreed Flooding policy, providing that Tywardreath and Par Parish’s views are taken into account. A decision as to which SG members might attend meetings will be taken when more is known.</p> <p>After discussion on the above, Tom Fletcher gave an overview of what is happening with the StARR project. It is anticipated that there will be a 4 to 5 month planning period during which the EA will seek the views of the community at large. This consultation will seek to involve both individuals and organisations such as Par Track Ltd. where there may be opportunities for cross-working i.e. where action across flood risk management, recreational activities and environmental management might prove beneficial. Currently the aim is to put the works out to tender in Summer 2019 with a view to a start date in 2020 and completion in 2021. Although much of the funding will be used to address flooding issues within St Blaise NP area where most properties are at risk, there are also plans for areas within Tywardreath and Par Parish NP area. For example, ideas under discussion include improving bio-diversity from St Andrew’s Rd. Bridge along the Par canal. None of this is set in stone.</p> <p>Tom’s presentation included examples of what other areas have achieved by using flood mitigation measures as a way of enhancing the built environment, introducing traffic calming measures and/or improving accessibility for all. Further information and examples can be found at:</p>	
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8.	<p><b>Date of next meeting/s and draft agenda</b> <b>The next SG meeting is scheduled for:</b> Monday 21<sup>st</sup> January 2019. At the moment the business part of the meeting is scheduled to start at 7.00pm as usual, as it is unlikely that there will be much to report before the Questionnaire results have been produced and a draft report drawn up for consideration. However, should anything change the meeting might be brought forward to 6.30pm the same evening. AW will advise nearer the date.</p>	<b>All to note</b>

	<p><b>7.15pm prompt</b>, Andrew Prendergast, Rural Housing Enabler at Cornwall Council, and Andrew George, Director, Cornwall Community Land Trust will do introductory presentations, to be followed by questions and discussion about Affordable Housing.</p> <p><b>Agenda for next meeting</b> Members are requested to send any other items for the agenda to AW before 11<sup>th</sup> January, 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 17<sup>th</sup> January 2019, so that they can be circulated in advance of the meeting.</p>	
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**The next meeting will be held on Monday 21<sup>st</sup> January 2019** starting at 7.00 pm (time tbc) 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.