

**Tywardreath & Par Parish Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on 10.06.19. at Milo's, Par Beach.**

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

**Apologies for absence:** Cllr Roy Taylor

| Item            | Discussion notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Who? Action? By when? |                |                |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |
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| 1.              | <b>Minutes from last meeting held on 18.03.19.</b> have previously been approved and adopted by email.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |                |                |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |
| 2.              | <p><b>Matters Arising</b></p> <p><b>Tywardreath and Par Neighbourhood Plan Facebook page analytics</b> JP shared and explained the information. Facebook does note that the information is an “estimate” based on the data they can capture. However, there were some interesting points. There are significantly more females than males looking at the page; the demographics are younger than those who responded to the Residents’ Questionnaire; and a smaller proportion of Tywardreath residents than Par residents are looking. On the latter point this could be a) demographics in that Tywardreath residents are possibly older and less likely to use social media b) Tywardreath residents are more inclined /have managed to hide their location and c) the fact that some St Blazey residents may have identified themselves as Par residents. Even so, there are 1003 individuals identified as Par residents and 54 as Tywardreath which is certainly a high proportion of local people taking an interest; and that is not counting those who may well be following on the other community pages such as PL24. CW suggested posting reminders to the community to register for the electoral roll if they wish to be able to vote in the referendum; and it might be good to point out that postal voting will be available too.</p> | <b>All to note</b>    |                |                |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |
| 3.              | <p><b>Funding: Locality Final Budget figures</b></p> <table border="1" data-bbox="280 1727 1313 1989"> <thead> <tr> <th>Grant Reference</th> <th>Year</th> <th>Grant</th> <th>Spent</th> <th>Returned</th> </tr> </thead> <tbody> <tr> <td colspan="5">NPG</td> </tr> <tr> <td>10538</td> <td>2019</td> <td>4045</td> <td>4306</td> <td>-</td> </tr> <tr> <td>10123</td> <td>May 2018</td> <td>2007</td> <td>835.21</td> <td>1171.79</td> </tr> <tr> <td>03888</td> <td>Early 2018</td> <td>4170</td> <td>2758.89</td> <td>1411.11</td> </tr> <tr> <td>03044</td> <td>2017</td> <td>1320</td> <td>1274.81</td> <td>45.19</td> </tr> <tr> <td><b>TOTALS</b></td> <td></td> <td><b>11542</b></td> <td><b>9174.91</b></td> <td><b>2367.09</b></td> </tr> </tbody> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Grant Reference       | Year           | Grant          | Spent | Returned | NPG |  |  |  |  | 10538 | 2019 | 4045 | 4306 | - | 10123 | May 2018 | 2007 | 835.21 | 1171.79 | 03888 | Early 2018 | 4170 | 2758.89 | 1411.11 | 03044 | 2017 | 1320 | 1274.81 | 45.19 | <b>TOTALS</b> |  | <b>11542</b> | <b>9174.91</b> | <b>2367.09</b> |  |
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| NPG             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |                |                |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |
| 10538           | 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4045                  | 4306           | -              |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |
| 10123           | May 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2007                  | 835.21         | 1171.79        |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |
| 03888           | Early 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4170                  | 2758.89        | 1411.11        |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |
| 03044           | 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1320                  | 1274.81        | 45.19          |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |
| <b>TOTALS</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>11542</b>          | <b>9174.91</b> | <b>2367.09</b> |       |          |     |  |  |  |  |       |      |      |      |   |       |          |      |        |         |       |            |      |         |         |       |      |      |         |       |               |  |              |                |                |  |

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|    | <p>DQ said that in total we spent £9174.91 which was just over what is normally allowed for our type of Neighbourhood Plan (NP) area. DQ also explained the “returned” column. We bid for the money in tranches and the grant was released in tranches with a set end date to each. We did not always spend the whole amount in the specified time. Where this happened, the amount we had to return was given back to Locality. So, for example in 2017 we were given a grant of £1320, spent £1274.81 and had to return £45.19 to Locality which went back into our notional pot i.e. we could bid for the money again.</p> <p>We are now drawing on the monies set aside in the Parish Council (PC) budget for the NP. There will be some expenditure coming up in the near future linked particularly to the production of maps for the draft NP and occasional uploads to the re-jigged NP section on the PC website. It was decided that the agreement of the 2 out of the 3 officers (Chair, Vice-Chair and Secretary) would be required before costs were incurred.</p>                                                                                                                                                                                                                                                   |                    |
| 4. | <p>The SG agreed a date for the meeting with Noreen Jefferies, who is new in the post of <b>Rural Housing Enabler at Cornwall Council</b>. It will be on Monday 24<sup>th</sup> June, starting at 2.30pm in the upstairs education room at Milo’s.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>All to note</b> |
| 5. | <p><b>Focus Group Reports and follow-up discussion:</b></p> <p>The main focus of activity has been identifying and drafting policies for the NP which will run until 2030. National Planning Policy and the Cornwall Local Plan guide us and we do not need to repeat any of their policies in our NP. In addition, we should cross-reference across our policies as appropriate to avoid repetition. The idea is that the NP can add a local level of detail and give direction for growth based on what the community wants. Fortunately, the Initial Survey, Young Adult Consultation, Blue Green Workshop, Business and Employer Survey, Housing Need Survey and Residents’ Questionnaire Report have provided plenty of evidence in this regard. We will need to provide various maps e.g. PROWs and Green Spaces network. Cornwall Interactive Mapping might be enough for some of the simpler maps. We may need to ask John Brinkhoff at CC Mapping Section to provide others which are more complex. Maps and other documentation will be uploaded onto the PC website on the NP section on an occasional basis as agreed at last SG Meeting.</p> <p><b>Environment</b></p> <p>The Environment Agency (EA) and Cornwall Council have drafted Flood Risk Management policies and these are well-advanced, because much</p> |                    |

of the ground-work had been done and evidence collated as part of the St Austell Resilient Regeneration Project (StARR) project. In addition, we are fortunate in that the Officer contact for our NP, Gemma Hankins, is also working on the Perfect Interreg project, PERFECT (Planning for Environment and Resource Efficiency in European Cities and Towns). This is a 5 year, €2 million project co-funded by INTERREG Europe which began in January 2017 and is focused on the benefits of Green infrastructure. <https://www.cornwall.gov.uk/perfect>

A very positive meeting was held on 18.04.19. with Gemma Hankins (GH), NP Development Officer and Tom Fletcher (TF) of the EA to discuss the **Flooding Policies**, which are based on those for St Blaise NP, as we share many of the same issues. Since the meeting the policies have been circulated to SG members for comment and AW has inserted evidence to support the policies based on community response to the surveys. AW is following up on a few other points e.g. the lack of key on the Flood Waters/Blue Corridors Map, the colour definition of the Green corridors and a clearer definition/description of "Par" in this context on the Flood Risk policy along with a couple more points. In particular, we are asking whether more substance can be put into the policy as regards run-off, given that this was part of the discussion we held with them in April. Members of the SG were invited to a pre-community consultation meeting on 06.06.19. to give preliminary views on some aspects of the proposed StARR development in relation to St Andrew's Rd. Pond and Nature Reserve aka the Duck Pond e.g. signage, "furniture" e.g. bench design, surfaces, planting, accessibility etc. £32-33 million pounds is being spent on the project. The EA will be organising an open consultation event for the public, probably on Fri 28<sup>th</sup> and Sat 29<sup>th</sup> June, (dates, times and venue to be confirmed).

The Environment and Heritage Focus Group is writing a **Green Spaces policy** for which GH has written a new guidance note and audit checklist around the topic of Green Infrastructure generally. The issue of how best to ensure the protection of views was discussed and DQ referred to the Denstone NP: Fowey NP too includes policies on views. Tywardreath and Par Parish residents have suggested many areas which they feel should be protected as part of consultation, so this is a good starting point. DQ is taking the lead on the **Green Spaces policy** with input from DH; and this was the main focus for discussion at the Neighbourhood Planning Surgery on 07.06.19. The group will be drafting a specific policy on **Cornish Hedges** with the intention that they should be both protected and enhanced (not least as this will complement the Flooding Policies). GH has provided examples taken

from other NPs as well as a map of Blue Green Corridors in the county. Cornish Hedges are not currently protected and yet they a) provide for wildlife corridors and contribute to bio-diversity b) are often of cultural and heritage and/or archaeological significance and c) will contribute to flood mitigation in that they slow down the run-off from areas such as Penpillick/Lanescot and Castledore towards Tywardreath Highway and Tywardreath respectively. The officers present at the Neighbourhood Planning Surgery (Emma Ball and Paul Banks) recommended contacting Jackie Smith (Drainage) and Kath Statham (Landscape Architect) at Cornwall Council for more specialised input; and looking at St Enoder NP.

Since the meeting, Cornwall Wildlife Trust has released information about a new map of the Cornish hedge network:  
<https://www.cornwallwildlifetrust.org.uk/news/cornwall-wildlife-trust-maps-cornish-hedges> “Using advances in technology and satellite imagery, ERCCIS (Environmental Records Centre for Cornwall and Isles of Scilly), Cornwall’s local environmental record centre, has now identified hedge features across the Cornish landscape and mapped them, which is vital in ensuring their protection and sustainable management for years to come. JP also spoke with Nic Harrison-White (Wildlife Information Manager) who should be able to provide a map of the hedgerows and Cornish hedgerows within our parish and also show adjoining parishes to appreciate the wildlife connectivity with other areas, e.g. Luxulyan Valley, St Blaise, Fowey etc.

Finally, GH and TF suggested that a **Shoreline Management Policy** for Par Beach may be useful, specifically in relation to coastal change, and information on this is available in the Shore-line management plan at: <https://www.cornwall.gov.uk/environment-and-planning/countryside/estuaries-rivers-and-wetlands/flood-risk/coastal-erosion-and-shoreline-management/shoreline-management-plans/shoreline-management-plan-2011-smp2/> GH will approach Ecobos to ask if they will meet with both us and St Blaise NP to discuss their plans.

### **Heritage**

David Quoroll (Vice Chair Steering Group, Environment and Heritage Focus Group co-ordinator) Sean Taylor (ST), Archaeologist & Tywardreath resident met on 24.04.19. DQ updated ST on current state of NP development and reviewed ST’s draft policy and comments made on it by the Historic Environments Strategy Officer. DQ explained that it was not the intention of the NP to identify potential housing sites for development but to reinstate the Development Boundary around the

settlements of Par and Tywardreath, so that future development would be infill or on rural exception sites adjacent to the boundary.

DQ shared the huge support for Heritage conservation amongst the local population as shown in the results of the Residents' Questionnaire. DQ shared the latest information from CCC regarding the construction of the plan. DQ had previously emailed ST the 'Guide note'. The guidance on designating local green space was discussed in relation to the Parish and in particular to the Priory site and the Civil War battlefield. Existing designations were examined and discussed – the World Heritage Site and the area currently designated as the Battlefield site. The existing Conservation Area in Tywardreath village was discussed and agreed that it did not need any revision within the NP. ST agreed to redraft his original. This document could then be checked by Gemma Hankins in CC and would be circulated to members of 'In Search of Tywardreath', the local Heritage Group for consultation. DQ is emailing ST the revised guidelines for the draft which are closer to the final NP template, so will be easier to copy and paste in.

### **Community Engagement**

#### **Residents' Questionnaire follow-up and feedback**

19 residents ticked the box to say they would like to discuss the NP with a member of the SG but for the vast majority we only had an address to which we sent a letter inviting the resident to contact us to arrange to talk. We also enclosed an updated "the NP can/cannot" leaflet in a bid to prevent people contacting us to discuss dog poo, litter, speeding, potholes etc. and it may well be that this answered some of the residents' queries as we received very few follow-up requests. AW met with two owners of business new to the parish and it was interesting to hear a "newcomer" perspective. Tywardreath School emailed out the poster giving the key statistics from the Questionnaire to all their parents/carers + about 15 posters have gone up across the Parish including near to footpaths and the PC noticeboards, as there was not enough room inside them. JP has posted updates on the NP Facebook page and AW has kept those on the NP email list updated on what is happening too.

#### **Parish Council Website – NP section**

AW discussed with the CE group, Chair and Vice-Chair how the NP section of the Parish Council (PC) website might best be organised as we start drafting the NP. When this section was first set up a couple of years ago, detail on what was required was lacking and many NP websites were relatively sketchy as regards content. Now, the advice is

that the External Examiners scrutinise NP websites and expect to see evidence of extensive consultation and engagement with the community. The increase in documentary evidence means that the website architecture of the site needs to be re-jigged, so that the information is presented in a more logical way and will be easier to find. The SG has accepted a quote from Western Web who set up the website for the PC, and AW is liaising with them on this matter.

### **Community Consultation**

As far as stands for events are concerned, JP attended the Environment Agency Raingarden event in April at Wyevale Garden Centre alongside St Blaise NP. AW and Jenny Moore, Chair of St Blaise NP SG, continue to liaise on a regular basis. The map shows two parishes and there will be two different Neighbourhood Plans. But wherever appropriate, we are “talking the same language”, for example, as regards our discussions with the Environment Agency and Cornwall Council about the Flood Risk Management policies. Certainly the aim is to come up with Neighbourhood Plans which will benefit **both** communities. AW submitted an article to PL24 (community magazine) on this subject which also advertised the upcoming consultation events.

JP set up a NP stand with a focus on Green Spaces and Heritage for the Medieval Street Fayre in Tywardreath on 25<sup>th</sup> May. DQ prepared the Green Space display and questions for comment; and AW the Heritage questions which also included a fun quiz for children (with prizes). The location of the stand proved to be rather out of the way and no children turned up. On the other hand, there was a steady stream of visitors who had seen the poster for the NP stand (and its location/times of opening) and had made a particular effort to find us. Most of those who came were seeking more information and/or clarification about particular aspects of the developing plan. There was particular interest in: Social (rented) and Affordable (to buy) Housing; the lack of parking provision and the problems this causes e.g. on-road parking making it difficult to negotiate narrow roads; and there was much discussion about issues linked to Par Station. Residents commented that railway users are now parking in Southpark Rd. and the perception is that this is potentially dangerous. Others commented on the problems individuals with disabilities encounter as regards accessing the trains/platforms. Finally, the timing of trains in relation to employment needs was also raised. For example, the first train arrives in Truro too late for those who have to make the morning shift change at Royal Cornwall Hospital Trust, Treリスケ.

JP, DH, DQ and AW also attended The Big Lunch at Cornubia Hall, Par

on 9th June. AW provided the postcards for children to draw pictures on the theme of “my home”, an activity which was greatly enjoyed + the Heritage Quiz. All the children who drew a picture or completed the quiz had a prize: many thanks to JP for taking such great photos and posting them on all the local Facebook pages. Comments on the **Green Spaces** display at Par Big Lunch echoed those made at Tywardreath in that there was unanimous support for the protection of the individual sites which were identified and illustrated with photographs. At Par, we also asked whether people would like to see off-road footpaths and bridleways designated as “tranquil areas” as per paragraph 180 of the National Planning Policy Framework (2018, revised 2019). Again, support was unanimous for this with the green YES bucket full of sea glass and none in the pink NO bucket. JP continues to be available to discuss NP matters at Cornubia Hall on Tuesdays between 10.00 am and 1.00 pm. It has been agreed not to have a presence this year at Par Carnival.

#### **Business, Tourism and Transport**

Andrew Green (AG) and AW have been working on the policies in the above objective. James Kittow has been consulted for his views on whether we need an Agricultural Policy. Getting the detailed evidence which will stand up to scrutiny for such a policy is potentially quite intrusive, so it may be that we leave this aspect to be decided by policies within the Cornwall Local Plan. The policy statements for Business Development, Blue Green Tourism and Transport were agreed in the meeting with the development officers. AW happened to be at Par Station, seeking information on GWR development plans, when a family needed to cross the railway lines to access the Newquay branch line platform. The family were happy to talk about the difficulties they encounter when travelling with small children and gave permission for photos to be taken (as has GWR). AW is in contact with Graham Rice (GR), Assistant Station Manager, Great Western Railway (GWR) about the NP and GR has supplied some useful information for the draft Transport policy, including confirmation that Station Access is something they are consulting about, though this may be some time in coming as Bodmin Parkway is likely to take priority.

#### **Community, Health and Wellbeing**

Andrew Green (AG) and AW have continued to work on the Health and Wellbeing Policies. As discussion has continued, it has become evident that many of the elements which contribute to positive Health and Wellbeing is community driven in the parish e.g. by the very many volunteers who run organisations and clubs, the Churches, Cornubia Hall, Par Track etc. + the role of shops, cafes and pubs in maintaining

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|    | <p>the sense of community is vital. There was no time in the meeting on 07.06.19. to discuss the policies under the Community, Health and Wellbeing objective. In addition, the officers decided that they needed to consult colleagues before commenting on the Public Rights of Way and Cycle Paths policy. AG and AW will continue to work on the Community, Health and Wellbeing policies with a view to completing them by mid-July.</p> <p><b>Follow-up discussion</b></p> <p>DH thanked Cornubia for offering the venue at the last minute and those SG members who assisted at the Par Big Lunch event. It was generally agreed that it had been most worthwhile. The stand's location next to the children's Face Painting (thanks to JP), along with the offer of prizes for drawing and the quiz, meant that parents/carers had the opportunity to look at the display and talk whilst their children were occupied on other activities. DQ noted that quite a few people said they had already given their views elsewhere, so they did not feel the need to comment on the Heritage, Green Spaces or PROWs questions. This would seem to suggest that the decision to leave any further resident consultation to the statutory consultation period is a valid one. However, it was noted that the Green Spaces and PROWs policies are different from most of the other policies in that the natural environmental assets of the parish are accessed by others, not only from neighbouring parishes, but also from the Clay country (because of the availability of public transport), St Austell and further afield. DQ will discuss with GH the consultation evidence to date and should further evidence be required, it might be appropriate to have stands, for example at Par Track or on Par Beach. There was also much discussion about the accessibility issues at Par Station and various SG members said they were meeting and/or talking with others (including GWR representatives), so this topic will be discussed in various forums.</p> |                                                              |
| 6. | <p><b>Policies</b></p> <p>AW shared a schema showing the linkages between the draft NP Vision Statement, Objectives and Policies. DQ, DH and AW said that they would aim to complete the initial policy drafts and email them to Gemma Hankins (GH), our NP Development Officer contact by mid-July. Once GH has reviewed a policy, it will be circulated to the rest of the Steering Group for comment. The wording of the bullet pointed policy statements is what is most important and we will certainly follow development officer recommendations on these. The development officers will also amend other wording as appropriate, so members are asked to focus their comments a) any spelling errors or unclear English b) on the factual content i.e. check all the information is correct and c) on the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>DH DQ<br/>AW</b><br/>Draft policies to GH mid-July</p> |

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|    | <p>policy direction/statements under the bullet points. The written style of the document will vary as it is being written by several people and it may also reflect the subject matter, but this variation in style is not necessarily an issue given that the “audience” / readers will vary e.g. the External Examiner, development officers, developers and community.</p> <p>DH has sent a Land Use Classification Map and accompanying text to AW and DQ for initial comment before emailing to GH. DQ circulated a document in which potential Green Spaces for designation were identified. DQ will be approaching landowners informally to discuss the proposals and listen to their views. AW circulated 3 draft policies for comment ASAP please: Business Development; Blue Green Tourism; and Transport.</p> |                    |
| 8. | <p><b>Date of next meeting/s and draft agenda</b></p> <p>The date and agenda for the next meeting will be posted on the Parish Council website, put on the NP Facebook page and sent out to all those who have requested email updates at least 3 days in advance of the meeting. The venue will be confirmed at the same time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>All to note</b> |