

**Tywardreath & Par Parish Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on 18.03.19.**

**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, Cllr Pauline Giles

Item	Discussion notes	Action?																								
1.	<b>Minutes from last meeting held on 21.01.19.</b> have previously been approved and adopted by email.																									
2.	<p><b>Matters Arising</b></p> <p>It was agreed that in future SG meetings will be held approximately once every 3 months, but on an “ad hoc” basis. AW will circulate the SG for availability and book the venue. In the interim, Focus Group meetings/workshops will work on drafting the NP. AW has emailed the key documents i.e. the Neighbourhood Planning Policy Template, the NP template v.4 and the draft Topic Analysis Doc to DQ and DH. All were reminded that to check the CC Toolkit for further advice on what is required. It was agreed that the first target date for drafting objectives/policies will be mid-May for Planning and Housing, Environment and Heritage, and Business and Employment. Gemma Hankins (GH), our new NP Development Officer, is happy to review documents. AW asked that the Minutes of the Focus Group meetings should be emailed a minimum of 5 days before the SG meeting for circulation to SG members. After discussion, the Focus Group minutes will then be included in minutes of the SG meeting and posted on the NP section of the Parish Council website as usual.</p>	<b>All to note</b>																								
3.	<p><b>Final Locality Grant Expenditure</b></p> <p>GRANT AWARDED:</p> <table data-bbox="309 1451 1230 1659"> <tr> <td>Meeting room hire</td> <td>£60</td> </tr> <tr> <td>Printing questionnaire</td> <td>£673</td> </tr> <tr> <td>Postage</td> <td>£826</td> </tr> <tr> <td>Report</td> <td>£2214</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£4054</b></td> </tr> </table> <p>AMOUNT SPENT TO DATE</p> <table data-bbox="309 1727 1230 1935"> <tr> <td>St. Austell printers</td> <td>£41.08</td> </tr> <tr> <td>Marketing means inv 1</td> <td>£2214</td> </tr> <tr> <td>Marketing means inv 2</td> <td>£1000</td> </tr> <tr> <td>Marketing means inv 3</td> <td>£731</td> </tr> <tr> <td>Marketing means inv 4</td> <td>£312</td> </tr> <tr> <td>St Austell printers</td> <td>£18</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£4306</b></td> </tr> </table>	Meeting room hire	£60	Printing questionnaire	£673	Postage	£826	Report	£2214	<b>TOTAL</b>	<b>£4054</b>	St. Austell printers	£41.08	Marketing means inv 1	£2214	Marketing means inv 2	£1000	Marketing means inv 3	£731	Marketing means inv 4	£312	St Austell printers	£18	<b>TOTAL</b>	<b>£4306</b>	
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	<p><b>Funding:</b> DQ reported that the Locality funding has now been spent. Future spending will come out of the £5000.00 which the Parish Council has put aside for the Neighbourhood Plan. In future, AW will email round whenever a requirement for spending arises and providing at least 4 members approve, the proposal will be deemed to be approved. It was agreed that AW will organise the printing and laminating of A4 size posters to be put up around the Parish, giving key findings from the Residents' Questionnaire.</p>	<p><b>AW and all to note</b></p>
4.	<p><b>Residents' Questionnaire</b></p> <p>DH said that the results from the Questionnaire showed it was a worthwhile exercise and certainly justified the expense. Very few residents had quibbles. The vast majority of the comments were thoughtful, positive and helpful and will give us a good steer on the policies. A couple of residents suggested that the Vision Statement should start with the words "<b>By 2030</b>" rather than "<b>In 2030</b>". All agreed and the change was approved. The response rate of 23% is good for this type of survey and in fact this does not reflect the fact that where there were 2 responses from a household, only 1 was counted, so arguably the response rate was even higher. However, it was disappointing to see the low response rate among those aged 39 and under, especially given that the Residents' Questionnaire was advertised three times in the primary school newsletter which goes out to many parents/carers who would be in that age group. Fortunately the younger adults have had many other opportunities to contribute to the process including via the Young Adult Consultation, carried out by Kernow Youth.</p> <p>Members noted some surprising results: the lack of support for flats; the number of residents who appear to be interested in self-build; and the number of young people whose preference is for detached, open market housing (though caution is advised when considering this, given the response rate among this age group). Discussion ensued and questions were raised as to whether residents associated flats with high rise, so maybe we should have given a maximum number of storeys e.g. 2 or 3. Also, some questions were of the "what would you like?" variety, so answers may reflect aspirations e.g. young people might like to think they will buy a detached house, but a 1 bed flat may be a more realistic starting point. Older people might like the idea of self-build as a way of downsizing to a smaller, modern property, but how many would actually choose to do this and carry through such a project?</p> <p>It was agreed to feedback to the community ASAP, but it will take some time to process all the comments in particular. JP will monitor Facebook analytics to check how many people are looking online when results are posted. Volunteers are needed to put up posters.</p>	<p><b>JP AW All to note ASAP</b></p>
5.	<p><b>NP Planning Surgery 15.03.19.</b> Gemma Hankins (GH) NP Development Officer met with DQ and AW.</p> <p><b>Drafting the NP – objectives, policies, maps</b></p> <p>GH is drafting a Topics Analysis Guide Note which signposts</p>	

	<p>named NPs which may contain policies relevant to our NP. Objectives and policies <b>must</b> be based on evidence gathered from the community and elsewhere as relevant. Objectives and policies are only required when there is evidence that the community wishes to shape development in the Parish in a way which is compatible with the Cornwall Local Plan (CLP) but where detail may be lacking.</p> <p><b>The process</b> is as follows. From the Vision Statement, agree the draft objectives, then policies, and decide what maps will be required as evidence in support of the policies. We have already drawn up the following (in consultation with CC Mapping Section): Parish map; Employment sites map showing current and projected sites within 3 miles of the Parish; a Land Use Classification Map; Wildlife Map (Cornwall Wildlife Trust, ERCCIS); and the Environment Agency (EA) and CC will be drawing up maps relating to the Flooding Policy. GH will carry out a baseline audit of environmental designations in the parish and hopes to get this to us by mid/late April. GH and DQ discussed the CC Mapping Tool which gives information useful for Heritage maps and other aspects; and GH is willing to help with this as required. It would be as well for <b>DQ/DH</b> to revisit the Landscape Character Assessment requirements as detailed on the CC website.</p> <p><b>Policy wording</b></p> <p>Residents are generally in favour of a range of environmentally-friendly ideas such as electricity charging points for vehicles and rainwater storage, and there was a clear preference for renewable energy sources for new builds. GH advised that it might not always be possible to <i>require</i> the inclusion of certain design elements. Indeed, some design elements might affect the viability of a development. How a policy is worded might promote certain outcomes, however, and there are examples in other NPs upon which we could draw. GH will also advise on this and <b>AW</b> will start drafting Business and Employment policies as a “test run”.</p> <p>Certain desirable features might be of relevance and could be included in several policies e.g. “peaceful, quiet environment” and “air unpolluted by fumes” could appear under Environment, Health and Wellbeing and Business and Employment (given that there is support for home-based work which does <b>not</b> affect the amenity of neighbours). On this point in particular, it should be noted that permission to work from home is only required once the business reaches a certain scale. However, evidence from the results of the Residents’ Questionnaire suggests that it may be appropriate to develop a policy encouraging appropriate businesses and discouraging inappropriate uses e.g. as regards noise, tranquillity, clean air etc.</p> <p>NP policies can differentiate between different areas of the Parish, <i>providing the boundaries are clear</i>. For example, might it be</p>	<p><b>DQ/DH</b> ASAP</p> <p><b>AW</b> ASAP</p>
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<p>appropriate to consider promoting tourism differently in respect of Tywardreath and Par Villages? In Tywardreath, maybe aim to attract walkers/cyclists in particular to minimise traffic? In Par maybe aim to improve accessibility, so it is more attractive to multi-generational tourists and day visitors?</p> <p><b>Green Infrastructure – Local Green Space designation</b> The advice is that the CLP Infrastructure Policy 28 is sufficient for our Parish. However, a <b>Green Infrastructure</b> policy might well be relevant and a new guidance note on this will soon be on the CC website. It covers elements relating to “getting around” the Parish e.g. linking up footpaths, cycle paths, bridleways. The creation and enhancement of Blue-Green spaces, the protection of wildlife corridors and aspects relating to the character and heritage of the area all come under this policy. The first step in the process would be for the <b>Environment and Heritage Focus Group</b> to do an audit. <b>Local Green Space</b> designation may be appropriate for some areas and the advice is that designating areas above the high water mark, e.g. the dunes and hinterland, may be possible at Par Beach. Local Green Space designation must meet the NPPF criteria (as per the Topic Analysis Guide Note). <b>Non-designated Heritage</b> sites can also be included in the NP, providing there is sufficient evidence available to support the designation.</p> <p><b>Landowner consultation</b> Our local Community Network Area (CNA) has already exceeded the 2030 target for the number of homes to be built. We are not doing any Site Allocation. Of those who expressed an opinion in the Residents’ Questionnaire, there was a large majority in favour of the proposed development boundary which runs round Par and Tywardreath Villages. GH’s advice is that local landowners have already had the opportunity to give their views as to whether there are specific areas which might be appropriate for development in a variety of ways. The NP Steering Group has organised public engagement consultation events, invited residents to contact us direct to give their opinions; and carried out various surveys in which questions relating to potential development sites were asked e.g. in the Affordable Housing Need Survey, the Business and Employer Survey and in the Residents’ Questionnaire.</p> <p>Although we will not be allocating sites, we did confirm the following. Community Land Trusts can operate both within any development boundary and on rural exception sites. If council owned land is developed for social housing, only registered Social Housing Landlords can manage the housing.</p> <p><b>Community Infrastructure Levy (CIL) and future action</b> Not all the issues raised as part of the NP process will lend themselves to policy measures. For example, measures to improve accessibility and to encourage people to walk gained a large</p>	<p><b>DQ and group ASAP</b></p>
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	<p>measure of support in the Residents' Questionnaire e.g. 98% would like children to be able to walk to school on well-lit pavements. Yet, improving existing pavements is not within the remit of the NP. GH mentioned that some NPs incorporate a suggested "Community Action" section in the NP where priorities for CIL spending are set out. Along with this might be a generic statement around supporting other appropriate projects that may arise.</p> <p><b>Flood risk management and coastal change policy</b> DQ and AW updated GH on discussions to date with the Environment Agency. For example, the importance of Cornish hedgerows has been mentioned as part of flood mitigation measures. GH is in contact with the EA to set up a meeting to discuss Tywardreath and Par Parish specifically.</p>	
6.	<p><b>Focus Group Reports: Planning and Housing</b> After months of work on the Housing Need Survey Report DH, DQ and AW met with Sam Nicholson and Nick Marsden of the Affordable Housing Team to discuss the final draft. This included substantial amendments and additional material reflecting the views of those who do not consider themselves to be in 'housing need' as well as residents' opinion on broader issues, such as where new homes might be built in the Parish. An extremely productive and positive meeting resulted in a comprehensive and balanced report which has been agreed by the SG and is now available on the Parish Council and Cornwall Council websites. The delay in publishing the report means that the Homechoice Register figures now reflect the new application process. As of February 2019, there are a total of 28 households from Bands A-E looking for homes in the Parish (primary local connection to be confirmed). Most applicants are looking for 1 bedroom homes.</p> <p><b>Parish Preference Label for Housing</b> Cornwall Council Affordable Housing Team has confirmed that the allocation of social housing units is as described by Andrew George at the last meeting i.e. banding need takes priority over local connection. For example, an applicant in Band A who does <b>not</b> have a local connection to the parish has priority over a Band B applicant who has a local connection to the parish. In other words, those applicants on lower bands with a connection to our Parish are unlikely to be allocated a home, unless a development is covered by a Section 106 agreement explicitly stating that those with a local connection take priority. Yet, in the Residents' Questionnaire and Housing Need Survey, Parish residents felt strongly that Affordable Housing (which can include Social Housing to rent) should be for those who have a local connection. A Community Land Trust development might be one way forward to address this issue, but this is not within the remit of the NP SG. Another community based group would need to take this forward.</p>	

**Crantock: summary of why a judicial review of CC's decision was refused**

The council had the right to decide that one of the development sites had stalled as “work had not commenced on site, none of the pre-commencement matters had been addressed and the property was marketed and not sold.” Consequently, CC was not required to take into account the number of homes for which the above planning permission had been granted on this site when it came to determining whether there was a demonstrable, local need for homes in Crantock. Housing need is demonstrated using the housing need register or any specific local surveys completed using an approved methodology.”

**Health and Wellbeing**

The focus of activity has been on gathering information via the Residents' Questionnaire. Initial findings are that there is strong support for making the Parish as accessible as possible both in the villages and in the more rural areas. Of those who expressed an opinion, 99% of residents want children to be able to walk on well-lit pavements to school, 93% think accessible, safe road-crossing points should be created; and 96% supported the use of part of the StARR project funding to make local footpaths and pavements as accessible as possible.

**Business and Employment**

The Business and Employer Survey Report is now complete. We used data from Companies House, the Business Ratepayer List, social media and local knowledge to identify 155 businesses which we believed to be trading. 24 surveys were completed which equates to a return rate of 15%. However, given that it is not possible to know exactly how many businesses are operating in the Parish, the return rate figure should be treated with caution. Three of the findings are as follows:

Among those seeking to move premises within 5 years, all but one feel that this need could be met by relocation to one of the Par Moor employment sites (industrial, business, retail) which are located within 1 to 1.5 miles of the Tywardreath and Par Parish boundary. It appears that there is little demand for new employment sites within the Parish. Moreover, should there be any increase in demand over the course of the NP, it is likely that this demand will be met by the Par Moor employment sites as well as others which are within easy commuting distance.

The issue of insufficient parking spaces needs to be addressed, if the Parish is to realise its full economic potential.

Local business and employer preference would seem to be for the promotion of small-scale, good quality enterprises: professional services, retail, “any business which supports the community and

helps tourism” as well as community-led and social enterprises. This is in line with the type and size of businesses which responded to the survey.

### **Environment and Heritage**

Gemma Hankins (GH) has been working with Sarah Furley, the Environment Agency (EA) - Shaun Pritchard and Tom Fletcher - and others on drafting a Flood Risk Management Policy for St Blaise NP. It has been confirmed that the same team will also be working with us on a policy for Tywardreath and Par Parish NP.

On 13<sup>th</sup> March 2019, several members of the Steering Group and other contributors to the Tywardreath and Par Parish NP process joined representatives from St Blaise NP, St Blaise Town Council and Cornwall Councillors in a site visit to the St Andrew’s Rd. Wildlife Reserve. Tom Fletcher, accompanied by a colleague Sarah Holland, talked the group through the embryonic design proposals for the access route which runs from St Andrew’s Rd. Bridge along the Treffry Canal and round to Bunny’s Field. The group discussed the two main design proposals, put forward their views and raised a number of questions. The key aim of this project which is part of a successful bid for European funding, namely the St Austell Resilient Regeneration (StARR) project, is to reduce the risk of flooding in this area. But it may open up other opportunities as well, e.g. for improving the accessibility of the route with a wider entrance from St Andrew’s Rd., wider paths and seating. Several of those present at the site meeting have a keen interest in the environment, some as a result of professional experience, and this resulted in a useful discussion. This part of the project is at an early stage in the consultation process and the wider public will have plenty of opportunity to give their views.

Support for the protection and enhancement of the (natural) **Environment** has been a constant theme throughout our community consultation and this was confirmed by the results from the Residents’ Questionnaire where residents were asked their views on a whole range of topics including the importance of public spaces such as Par Beach as well as more intangible features such as a “peaceful, quiet environment”. DH reported that he had done a rough survey of Land Use and there is a relatively small urban area proportional to the Parish as a whole.

The results of the Residents’ Questionnaire have also confirmed that **Heritage** is a high priority. “There was almost universal support for protecting and enhancing the Parish’s natural heritage assets, with 99% of those who expressed an opinion agreeing that this should be done.” To date, consultation has focused on gathering the views of those with a particular interest in the subject, but as stated in the Questionnaire, the intention is to consult on the Heritage theme more widely and in more depth.

	<p><b>Community Engagement</b>  Regular updates on what is happening have been emailed out to those on our email list. Information has also been posted on Facebook, in Tywardreath School Newsletter, in Par Health Centre, in PL24 community magazine, on or close to Parish Notice-boards and elsewhere. All the information gives contact details for those who wish to give their views. In addition, JP is at the reception desk in Cornubia Hall in Eastcliffe Rd, Par on a Tuesday morning between 10.00 am and 1.00 pm. With the kind agreement of Carolyn Boyce, the Manager, we are now advertising this slot as an opportunity for anyone to drop in and have a chat about the NP. All agreed that although we are now entering the phase where the main focus is on drafting the documentation and the NP, we should continue to engage with residents, give feedback on the Residents' Questionnaire and continue to note comments. JP will be present at Wyevale Garden Centre along with the EA and St Blaise NP on Sat 13<sup>th</sup> April. It is primarily an EA event, so JP will take the banner only and be available for questions. DQ will be seeking the views of those locally who have a specific interest in Heritage as well as the residents generally in May as part of Daphne du Maurier day. The Big Lunch is on Sat 9<sup>th</sup> June and Par Carnival is on Sat 13<sup>th</sup> July. Contact JP to volunteer to be on the stand for those dates. AW will review the display boards for the stand.</p> <p>AW and DH are liaising with Sally Vincent about how best to sort the NP section of the Parish Council website. Given that more and more documents are being added to the site and the demands will increase as the draft NP is developed, it seems sensible to review this now before adding more documents. It is hoped to complete this task before the end of April.</p>	<p><b>JP DQ</b></p> <p><b>All AW</b></p> <p><b>AW DH</b> by end April</p>
7.	<p><b>Climate Change Conference: Falmouth University 09.03.19.</b>  Many of the issues raised and discussions around Climate Change are potentially of interest/relevance to the developing Neighbourhood Plan (NP) for Tywardreath and Par Parish. The science background along with other resources, slides and presentations from the conference can be found online at: <a href="https://zerocarboncornwall.wordpress.com/">https://zerocarboncornwall.wordpress.com/</a></p> <p><b>For policy writing</b>, it is recommended that the Environment and Heritage group (and others) look specifically at the PowerPoint Presentation by Dan Stone from the Centre for Sustainable Energy (CSE), Bristol. Dan illustrated his presentation with specific policies from a variety of NPs and then looked at the possible implications thereof. Slides 10-33 are of particular relevance to Neighbourhood Planning. The CSE also produce "Our Low Carbon Neighbourhood Planning guidebook" and <b>also free advice and assistance to draft a low carbon NP:</b> <a href="mailto:neighbourhoodplanning@cse.org.uk">neighbourhoodplanning@cse.org.uk</a>.  A reminder also of a key document: 'A Green Future: Our 25 Year Plan to Improve the Environment', HM Government, London.</p>	<p><b>DQ</b> <b>All to note</b></p>



	<p>On 23rd Jan 2019, CC declared a Climate Emergency and made a commitment to drawing up a report within 6 months on how CC will aim to reduce carbon emissions significantly in Cornwall by 2030. 30% of energy in Cornwall is currently provided by renewable sources.</p> <p>Some of the presenters appeared to believe that NP policies should primarily be prepared to challenge current practice. All London authorities (we were informed) now have zero carbon housing requirements. However, Dan urged caution on some of this, in that even if evidence can be found for specific recommendations, it may be that such recommendations might affect the viability of housing developments. Reducing energy use might be just as useful e.g. by insulating current buildings.</p> <p>Chacewater NDP <a href="http://www.chacewater.net/wp-content/uploads/2018/12/Chacewater-Parish-NDP-Final-Draft.pdf">http://www.chacewater.net/wp-content/uploads/2018/12/Chacewater-Parish-NDP-Final-Draft.pdf</a> Members of Chacewater NP attended and spoke about their plan. It is certainly worth looking at what they have included in it, in particular in respect of energy policy. However, it is worth noting that opinions varied widely as to how much detail will be accepted by individual Inspectors examining NP policies e.g. as regards house design. Some attendees said “put it in and see” e.g. a requirement for new homes to include electric charging points. Other attendees felt such requirements might only get through the inspection process if they were recommendations. Chacewater NP SG members also recommended contacting Cornwall Wildlife Trust for maps e.g. wildlife corridors.</p> <p>Guidance on <b>Green Infrastructure</b> is in the Cornwall Council Neighbourhood Planning Toolkit on the Cornwall Council website. Of note was the emphasis on the sustainability of food production which may be of particular relevance to our Parish. It might be worth considering whether the NP should prioritise the preservation of the agricultural economy. A review of what works currently in the Parish might also be useful i.e. the Parish’s strengths/weaknesses. (See Dan Stone’s PowerPoint presentation). We could also consider how we might best ensure that we keep money in the local economy more generally, for example, by safeguarding and promoting local businesses and shops, so residents, visitors and tourists “buy local”.</p>	
8.	<p><b>Date of next meeting/s and draft agenda</b> 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>