

**Tywardreath & Par Parish Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on 02.09.19.**

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

**Apologies for absence:**

Cllr Roy Taylor, Cllr Adrian Wildish, Cllr Caroline Wildish

Item	Discussion notes	Who? Action? By when?
1.	<b>Minutes from last meeting held on 10.06.19.</b> have previously been approved and adopted by email.	
2.	<p><b>Matters Arising</b>  <b>Working Group</b> DH, DQ and AW            The working group has been talking and emailing on an ongoing basis during the summer and met on 24.07.19. and 27.08.19. Most of the information is in the Focus Group Reports below.</p> <p><b>24.07.19. meeting DH, DQ, AW</b>            It was noted that Gemma Hankins (GH) has continued to be helpful in reviewing and commenting on draft policies on an ongoing basis. It was noted that there is a statutory process to be followed in respect of the consultation process and DH agreed to find out how other NPs have approached this task; and to confirm what Tywardreath and Par Parish Council intend doing. AW confirmed that in the case of St Blaise at least, it was the Parish Clerk who was responsible for this part of the process and the collation of responses: this is a statutory process, so it is very important that correct procedure is followed. Guidance is given on the CC website <a href="https://www.cornwall.gov.uk/media/38865249/pre-submission-consultation-21062019.pdf">https://www.cornwall.gov.uk/media/38865249/pre-submission-consultation-21062019.pdf</a></p> <p><b>27.08.19. meeting DH, DQ, AW</b>            For the Strategic Environmental Assessment (SEA) AW will draw up for review:</p> <ul style="list-style-type: none"> <li>• A draft NP doc (based on the CC template for the final version)</li> <li>• The above includes the completion of a Matrix (Section 9), showing the relationship of the policies to objectives to Vision Statement.</li> </ul>	<p><b>DH</b>            Cons.            Process            ASAP</p> <p><b>AW</b>            SEA draft            Ongoing</p>

<ul style="list-style-type: none"> <li>• An evidence base document with index to a link to all the online evidence base.</li> </ul> <p>AW approached James Evans of Evans Planning for a quote to produce the Basic Conditions Statement. A number of NP Groups have employed Evans Planning including both Fowey and St Blaise who recommended him. James has advised that it would be better to wait until later in the process, as it seems that the Basic Conditions Statement is not required until much later. The first step is to produce a SEA version of the draft NP + evidence base for circulation within CC. Then we will need to respond to CC officer queries and comments on this.</p> <p>As part of <b>Local Green Space Designation (LGS)</b>, DQ will approach the Parish Council at the next meeting on 05.09.19. with a list of possible sites. AW suggested that where an individual owner has supported LGS designation, it would seem appropriate to recognise this with a letter thanking the person or people for doing this for the benefit of the community at large. AW asked that this be raised at the Parish Council meeting; and councillors present agreed to do this.</p> <p><b>Shoreline Management Policy</b> It was agreed that the above policy should not be pursued in the context of the NP unless the EA/CC would draft a policy (as has happened with the Flood Risk Management Policies). AW will contact the EA and CC to ask whether they wish to take this forward and if so, whether they are willing to advise/help.</p> <p><b>Parish Boundary Review</b> AW raised concerns with GH, our NP Development Officer contact about the parish boundary review and whether this might have consequences for the NP if parish boundaries move e.g. given that evidence is based on current parish population opinion. CC will be circulating information about the potential impact on NPs if changes do happen, but until we know the precise situation as regards our parish, it will be impossible to know what the impact might or might not be.</p> <p>A general discussion followed and it was noted that: Tywardreath and Par Parish did not put in a formal submission to CC responding to this consultation (nor did St Blaise);</p>	<p><b>DQ</b> LGS PC 05.09.19.</p> <p><b>CIrs</b> to note</p> <p><b>AW</b> EA/CC email ASAP</p>
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	<p>Other parishes on our boundary argued against any changes for various reasons e.g. because of how it might affect their adopted NPs and because they felt their parish has a strong sense of its own identity and residents would not wish to see changes;</p> <p>There is ongoing consultation and JR advised that he will confirm the situation, but our parish would probably come under the St Austell meeting on Thurs 26<sup>th</sup> September (though our parish is not mentioned under that heading).</p> <p><a href="https://www.cornwall.gov.uk/council-and-democracy/elections/community-governance-reviews/information-about-stage-2-of-the-community-governance-review">https://www.cornwall.gov.uk/council-and-democracy/elections/community-governance-reviews/information-about-stage-2-of-the-community-governance-review</a></p> <p>DH summed up the views of the SG members present by saying that we would wish to review the situation were any significant changes to be proposed to the Parish Boundary which would potentially affect the NP e.g. if there were any proposal which meant that residents/households/dwellings would be transferred out of Tywardreath and Par Parish or indeed into the Parish. In particular, we note that Tywardreath Highway and the Employment Site is fundamental to our Business Development Policy; and of course residents in this area have contributed their ideas to various policies and responded to the Residents' Questionnaire (and other surveys) and these opinions are part of our evidence base.</p> <p>Since the meeting, AW has read that there may be an opportunity for further submissions to the Panel by the PC and will bring this to the NP SG members' attention. "The Panel has also invited parish and town councils to provide comments in writing by 4 October 2019 on any submissions by third parties affecting their parish."</p> <p><a href="https://www.cornwall.gov.uk/council-and-democracy/elections/community-governance-reviews/">https://www.cornwall.gov.uk/council-and-democracy/elections/community-governance-reviews/</a></p>	<p><b>JR</b> confirm meeting ASAP</p> <p><b>All to note</b></p>
<p><b>3.</b></p>	<p><b>Funding</b></p> <p>As the Locality Funding is now spent, DQ is stepping down from keeping the books. AW will keep an ongoing record of planned and actual expenditure and will liaise with Sally Vincent, Parish Clerk on this, so all are requested to copy AW into invoices as they arise. AW has emailed Cllr Michael Phillips, Treasurer, to confirm that the £5 000 is still ring-fenced for the NP. Since April, the NP has spent circa £400.00 of which £150.00 was for re-organising the website + £50.00</p>	<p><b>AW</b> ongoing</p>

	<p>was for the prize for completing the Residents' Questionnaire. The rest has been spent mainly on maps and the ongoing uploading of documents onto the NP web pages by WesternWeb.</p>	
4.	<p><b>Focus Group Reports:</b></p> <p><b>Community Engagement</b></p> <p>On the community engagement side, JP and AW have continued to update the community on progress via Facebook, our email update list and in the community magazine PL24. JP is now available in Cornubia on Wednesday mornings; and residents are invited to contact us as they wish with details on how to do this regularly publicised. The NP section on the Parish Council website has been completely re-organised by AW and Western Web, so that the community, development officers and External Examiner can access the NP documentation more easily. This was vital, as all information relating to the NP is now transmitted electronically. Feedback on the new structure has been extremely positive; and documentation is being uploaded on an ongoing basis.</p> <p><b>Reports below are based on the NP emerging objectives (and associated policies).</b></p> <p><b>Business, Tourism and Transport</b></p> <p>Andrew Green (AG) and AW completed first drafts of Business and Blue Green Tourism policies; and these were well received at the NP Planning Surgery Meeting in June where the Planning/development Officer (Paul Banks) who makes decisions on planning applications in this area gave feedback and advice on precise wording. This was extremely useful as it gave a clear indication as to which parts of the policy these development officers focus on in practice and it was interesting to see how the Planning/development Officer came to his views. For example, taking into account the number of employment sites in the area, the officer strengthened one suggested policy statement to read as follows:</p> <ul style="list-style-type: none"> <li>• Proposals for B1; B2; B8<sup>1</sup> class activity will only be supported at designated employment and industrial sites<sup>2</sup>.</li> </ul> <p>As policies have been developed, so we have been in contact with individual respondents (as appropriate) to the Business</p>	

<sup>1</sup> [https://www.planningportal.co.uk/info/200130/common\\_projects/9/change\\_of\\_use](https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use)

<sup>2</sup> Parish Map of Employment Sites p.

and Employer Survey to gauge their opinion of what we might/should include. AW has contacted two farmers in the parish to check whether they felt there should be anything in the NP specific to farming and agriculture; and both felt the Cornwall Local Plan policies were sufficient. AW has also consulted informally with various organisations on the policies including with GWR. On the transport side, public rights of way - footpaths and bridleways and multi-use trails – are an important feature of the parish and the aim is to protect and enhance these where feasible and in a way which is appropriate to the character of the area, so that they can be enjoyed by more people, including residents, day visitors and tourists. This will contribute to Blue Green Health and Wellbeing outcomes and Blue Green (aka Wellness Tourism). Alongside the proposed draft policy, AW started researching the possibility of designating tranquil areas, based on a separate public rights of way policy under transport. After discussion with GH, it was decided to widen this and this policy is now under Environment and Heritage.

### **Environment and Heritage**

**Local green Space designations:** Draft policy has been written and shared with GH who was broadly supportive with only a few comments that will be discussed at the next planning surgery. Consultation with Landowners and Stakeholders is proceeding with a great deal of support having been obtained for the majority of suggestions of designations. The major area that has not yet obtained owner/stakeholder support is the fields between Tehidy and Polmear though a positive outcome is still likely. DH will present the proposed list to the Parish Council at the September meeting to ask for their support of the selected sites. Evidence of support is being collated and kept by Sally Vincent so that it can be produced for an Inspector but will not be publicly available.

**Views, Vistas and Panoramas:** A first draft has been written with 10 key views identified within the proposed settlement boundary and some additional key views within the wider Parish from public roads and footpaths. This policy is currently being reviewed and it is the intention to send a draft to GH prior to the NP Planning Surgery on 6th September.

**Biodiversity:** This policy has replaced the proposed Cornish Hedges Policy which means it can cover other things as well e.g. trees. Work on drafting this policy has been started by DQ and shared with the working group. DQ has taken the view that CWLT charges for the provision of extra information on wildlife/hedges etc. would not provide added value and he can provide the level of detail required. The main sites for Biodiversity conservation have been identified and the importance of Cornish hedges in providing wildlife corridor links will be given high importance in this policy.

**Heritage:** An initial draft policy has been written by Shaun Taylor, a professional archaeologist who lives in the village of Tywardreath and who is continuing to advise. The first draft has been revised by DQ to fit in with the format that we are working on and has been further reviewed by AW. It is intended to get this policy in a form that can be sent to GH for the 7th September. DQ will also share this draft with the Par Old Cornwall Society and the In Search Of Tywardreath Community History/ Archaeology group.

**Tranquil Areas:** AW has been in touch with the Council for the Protection of Rural England (CPRE) initially about how some of the Gold priority rated (as per Cornwall Council's priority list) rights of way and their environs might be designated "tranquil areas" under para 180 of the National Planning Policy Framework (2018, updated July 2019). The CPRE gave some useful advice and emailed over some research documentation, but generally they noted that progress on "tranquil areas" other than in AONBs has stalled. GH too has researched this and taken advice from colleagues in other CC departments about such a "stand-alone" policy. It seems we would be "breaking new ground" with such a policy but equally it seems that NDPs can often do more than Local Plans. GH has endorsed the current approach and made a few suggestions. So, given the community's interest in Blue Green Health and Wellbeing and Blue Green (aka Wellness) Tourism, AW has drafted a Tranquil Areas policy. SG members have made additional suggestions as to which areas should be covered and these include one very tranquil lane linking Trenadlyn and Stoneybridge; and Carruggatt (aka Caruggatt) Wood. All the proposed, identified areas are outside of the development boundary – most well outside of it. Unless we are advised to the contrary, we do not intend to consult with landowners, as

any development proposals would in any case be dealt with under the Cornwall Local Plan Policies as well as those in the NP. This policy is to be reviewed at the NP Planning Surgery.

### **Flood Risk Management**

The Environment Agency (EA) and Cornwall Council held a public consultation event for the St Austell Resilient Regeneration (StARR) Project on 28<sup>th</sup> and 29<sup>th</sup> June 2019. This was an opportunity for residents to find out more about the project proposals across the area. JP and AW publicised this widely on Facebook, via posters and to our email update list. AW met with Howard Simpson (EA) and Alan Jeffery, Environmental Officer (CC) to talk about the Flood Risk Management Policies and Flood Waters Map on 28.06.19. Discussion led to slight amendments in policy wording and the creation of a Blue Green Corridors Map showing how these spaces are interlinked and vital to the parish. Since then AW has developed the map further, liaising with John Brinkhoff at CC Mapping Section and drawing on the Cornwall Wildlife Trust Resource Map and the CC interactive map. GH feedback has been very positive as regards the outcome to date and SG members have made further suggestions.

The Flooding Policies have been strengthened with extra local detail. DH has also produced a further map and a very detailed document on Drainage Catchment and its actual and potential impact throughout the parish. DH shared this with the SG members and pointed out that in the event of a serious flood, access to and from the parish would only be possible via the Castledore Rd. to Bodmin for not only our parish, but also for Golant and Fowey. These documents have been sent to both the EA and GH for comment and feedback prior to circulation to SG members. Blue Green is a theme running through the NP with a Blue Green Corridors policy (Flood Risk Management objective); Blue Green Tourism (Business, Tourism and Transport objective) and Blue Green Health and Wellbeing policy (Community, Health and Wellbeing objective).

### **Development and Housing**

DH is drafting policies in this area and has shared them with the working party. Noreen Jefferies (NJ), Rural Housing Enabler, met with SG members and a full report of the meeting has been circulated separately and is posted on the NP

<p>section of the website. As of May 2019, HomeChoice Figures are as follows (total figures are across all 5 bands of need A to E):</p> <ul style="list-style-type: none"> <li>1 bed properties 18 households</li> <li>2 bed properties 9 households</li> <li>3 bed properties 3 households</li> <li>4 bed properties 3 households</li> <li>5 bed property 1 household</li> </ul> <p>One member of the SG talked about his personal difficulties with finding rented accommodation for one person (and his dog). One landlord had told him he had had 38 enquiries for one property within 2 days of the advertisement appearing on the internet.</p> <p>GH has been contacted to check whether enquiries should be made about infrastructure capacity at this stage e.g. SW Water about sewerage.</p> <p><b>Community, Health and Wellbeing</b></p> <p>There are 3 policies under this objective with basically the same wording, as GH advised that they should be separated under individual headings e.g. Healthcare Facilities, Care Homes and Educational Facilities. There is also one to do with Community Facilities CHW 4. Others still to be finalised include CHW5 Blue Green Health and Wellbeing (and associated table of facilities) which is about facilities which have open air recreational activities. CHW6 Community Infrastructure Priorities is also under discussion. AW and AG have consulted with organisations and individuals about a range of matters including accessibility and how best to secure positive Health and Wellbeing outcomes generally. We have done significant research in this area, have found and formulated definitions and have contacted experts in the field to establish what needs to be put in place to secure the desired outcomes. The lack of detail in policy statements in Health and Wellbeing policies in NPs generally and the Cornwall Local Plan in particular has been a challenge, but AG's knowledge of research into Blue Green Health has been invaluable.</p> <p><b>Discussion</b></p> <p>It was agreed that: DH and DQ will work on an overarching statement and/or policy which will cover character e.g. landscape and</p>	<p><b>AW</b> email GH ASAP</p> <p><b>DH DQ</b> Landscape Character statement ASAP</p>
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	<p>environmental issues. This will ensure that the External Examiner is aware of the particular, distinctive features of the parish (and any specific issues). DQ, DH and AW will consult informally with others where draft policies have been agreed with GH and seen by SG members e.g. AW will contact Open Spaces Society, Ramblers Association, CPRE about policies relating to Public Rights of Way.</p> <p>It was agreed that <b>that in future SG members will be given 2 weeks to respond to draft policies once circulated.</b></p> <p>The general opinion was that it is imperative that SG members read the detail of and respond to draft policies ASAP. Once they have been amended in the light of comments and feedback, AW will insert the policies into the CC provided NP template. It will be much more difficult and time-consuming after this point to amend / update policies. We certainly wish to avoid any last-minute queries and/or suggestions from Parish Councillors once the draft NP is ready for SEA. It may be appropriate to consider how this part of the process should best be managed.</p>	<p><b>DH DQ</b>  <b>AW</b> to note  <b>All to note</b></p>
5.	<p><b>Vision: Objectives; policies schema</b></p> <p>Those present reviewed and agreed the latest version of the schema. This will be revised if/as appropriate as the draft NP progresses.</p>	<p><b>All to note</b></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>	<p><b>All to note</b></p>