

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

Minutes of meeting held on 29.11.16.

Present: Dennis Brock (DB), Gill Butler (GB), Emma Deacon (ED), Becky Hughes (BH), Cllr David Hughes (DH), James Kittow (JK), Frank Lawson (FL), David Quoroll (DQ), Kate Roberts (KR), Cllr Roy Taylor (RT), Alison White (AW)

Apologies for absence: Paul Horsnell (PH), John Page (JP), Cllr Doug Scrafton (DS), Adrian Wildish (AWi), Cllr Caroline Wildish (CW)

Note: Alyson Parkes, Pauline Tayler and John Tayler have stepped down from SG.

Item	Discussion notes	Who? Action? By when?
1.	<p>Minutes from last meeting held on 15.11.16. GB clarified record of expenditure. Adoption of minutes. ED proposed that the minutes were a true record and AW seconded the motion. The minutes were adopted.</p>	
2.	<p>Cornwall Rural Community Charity (CRCC) SG members can investigate at their leisure CRCC's capabilities, presentation etc. by accessing their website. DQ has contacted CRCC and will go down to Truro for a meeting. Current CRCC support is free of charge and they are very happy to support the process. Claire Hurley suggested we contact Colleen O'Sullivan (Colleen O'S) (CC NP Officer) and DQ is awaiting a response. If we get to the point where we need to appoint a consultant which would be a significant outlay, we would want to go to tender (and CRCC is aware of this).</p>	<p>DQ to meet with CRCC and discuss support available</p> <p>DQ to make contact with Colleen O'S</p> <p>ASAP</p>
3.	<p>Logo ED presented a selection of logos. SG members liked some aspects of most of the logos. Discussion turned on legibility and reproduction; and it was agreed that the representation of houses/housing signifying infrastructure was important. ED will take comments away and come back with a further design.</p>	<p>ED revised logo to be reviewed on 10.01.17.</p>
4.	<p>Social media Website: ED had asked SG members to look at various websites and complete a questionnaire about what it covered etc. Fowey website was popular. ED asked that anyone who had not yet done the questionnaire do it as soon as possible. Discussion took place about whether we should build a website now, given that we would need to</p>	<p>All to complete website questionnaire. ASAP</p>

	<p>find someone to do it and would need funding for it. AW wondered if we could use the existing NP tab on the Parish Council (PC) website, providing potential access authorisation issues could be sorted (as well as the issue of how much time this would take and whether someone would need paying to do it). SG members agreed that a website presence is too ambitious at present and it was decided to concentrate on social media pages.</p> <p>Facebook ED is to start investigating social media outreach. ED asked SG members to send photos for the Facebook account.</p>	All photos to ED 10.01.17.
5.	Profiles and pictures: all to circulate around SG members a short profile of skills/experience and a picture.	All provide profile 10.01.17.
6.	Terms of reference (ToR): add in " <i>in the event of dissolution, any funds (after satisfying outstanding creditors) will be returned Tywardreath and Par Parish Council or the funding body as appropriate</i> ". Remove reference to voting rights and seek clarification from Cornwall Council about the voting rights of County Councillors if they are members of the SG. This needs to be checked for legal reasons. It was agreed that the ToR would be fine once the amendments are made.	AW to make amendments to ToR 10.01.17.
7.	<p>NP Leaflet for distribution to households with initial survey: AW presented 2 versions of the NP leaflet. Leaflet 1 is more accessible to people in terms of reading level. The vast majority of members of the community would be able to read it. Leaflet 2 maintains the detail of the original text but it is much less accessible, as it has a lower readability score. As many as one in 5 or 6 individuals would have difficulty reading Leaflet 2.</p> <p>SG members wondered whether we could include more photographs. AW explained that lack of space would mean that this would be at the expense of text and readability. This leaflet is just the 1st step. It was agreed that maybe we could use social media as well. Leaflet 2 could be put on a website and a web presence would be useful to display photographs. Ideally we want general scenery photographs to represent the whole of the parish. 2 good local photographers were suggested: it was agreed that they would be contacted at a later date when funding was available. It was noted that the resolution of the photograph used was not terribly good and GB said that she would send the original aerial photo to AW.</p>	

	<p>SG members agreed that Leaflet 1 should be progressed and various suggestions were adopted. The content of the leaflet was approved in the meeting. Some details need to be finalised and/or added including a better photograph of the bay (if available), the final logo (ED), Facebook and Twitter details (ED) and a better map (BH). It was noted that we must respect copyright as regards map use i.e. OS Licence for base mapping and so on. Community engagement events and survey collection points will also need to be decided at a later date.</p>	<p>GB to send original photo to AW 10.01.17. ED logo, Twitter Facebook and BH map 10.01.17</p>
8.	<p>Initial Survey KR has researched various questionnaires used by other NP groups. DQ explained how when he was involved with a previous NP, that group used a survey to help identify the local community's concerns and priorities such as local development etc. AW suggested that we need to make sure that we have a clear idea of where we are going with surveys and questionnaires, as there are certain areas - social, economic and environmental - which must be covered in a NP. DQ emphasised that surveys and questionnaires could be open to Judicial Review at future stages as well. The SG recognised that we do need to make sure that we have covered everything that is required in a NP and need to take this into account with the survey and in the longer term with a fuller questionnaire.</p> <p>In the short term, members agreed to carry out a small, initial survey to identify key themes and issues among members of the community; and the detailed planning of the survey was postponed to the next meeting.</p>	<p>KR initial survey All to discuss 10.01.17.</p>
9.	<p>PowerPoint Presentation for public meetings</p>	<p>BH/DQ In progress</p>
10.	<p>Communication It was agreed that we need a finalised list of individuals on the Steering Group; and to that end we decided to include all the individuals present tonight as well as those who have sent apologies. Sally Vincent (SV), the Parish Clerk needs a list of the individuals with responsibilities.</p> <p>Sally Vincent will post the agenda and minutes of meetings on the NP tab on the Parish Council web-site.</p> <p>GB has created an email for the NP: tywardreathandparnp@gmail.com. There are currently 2 groups set up on it: the Steering Group and one for individuals who have expressed an interest in being updated on the NP.</p>	<p>BH to email list of individuals to SV ASAP</p> <p>BH to email agenda and minutes to SV on-going</p>

11.	<p>CRCC funds: GB reported on an email from Claire Hurley at CRCC about the funding which they have already secured for us and which will cover printing etc.</p> <p>Community Chest Funding: Applications for funding for specific items to be made to Local Members' Community Chest by the Treasurer.</p>	GB after May elections 2017
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The next meeting will be held on Tuesday 10th January 2017
starting at 7.15 pm at The New Inn, Tywardreath.