

**Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)**  
**Minutes of meeting held on 20.03.17.**

**Present:** Gill Butler (GB), Emma Deacon (ED), Becky Hughes (BH), Cllr David Hughes (DH), James Kittow (JK), John Page (JP), David Quoroll (DQ), Kate Roberts (KR), Cllr Roy Taylor (RT), Alison White (AW), Adrian Wildish (AWi), Cllr Caroline Wildish (CW)

**Apologies for absence:**

Dennis Brock (DB)

Item	Discussion notes	Who? Action? By when?
1.	<p><b>Minutes from last meeting held on 20.02.17.</b>  <b>Adoption of minutes.</b> All present approved the minutes. The minutes were adopted.</p>	
2.	<p><b>Matters Arising</b>  AW reported on an email from Sarah Furley (Arden), Principal Planning Policy Officer which clarified the situation in regard to the NP and whether it has to be at submission stage before Nov 2018.  “If you read the Local Plan section about role and function of places, from paragraph 1.52, it explains that in general larger towns have specific housing targets (and site allocations) and in rural areas in Cornwall the majority of places can meet local need through infill, rounding off and exceptions sites.(ie small developments that do not require allocations para 1.57.)</p> <p>St Blazey Fowey and Lostwithiel Community Network Area (CNA) is an area where existing commitments and past delivery rates indicate that need can be met through infill, rounding off and exceptions. The figures in Table 1, p 28 of the Local plan show that for the rural CNA the housing requirement is 900: 412 have already been built, 303 are ‘committed’ (have planning permission) and the windfall estimate is 207. Provided those commitments are actually built and infill, exceptions and rounding off developments continue to be built, there will be no need for a rural allocations doc.</p> <p>This doesn’t stop you allocating sites or drawing a settlement boundary if you wish to influence the location of new development, but current monitoring indicates that allocation would not be <b>required</b> to meet need. It is therefore unlikely that the council would have to step in for Tywardreath and Par and do a site allocations document.</p>	<p><b>AW</b> purchase Cornwall Local Plans ASAP</p>

	<p>“</p> <p><b>Meeting with Colleen O’Sullivan, Planning Dept DQ and AW 08.03.17.</b> The substance of the information given in regard to development was as follows: Settlement boundaries (development envelopes) have traditionally been drawn round larger settlements e.g. Tywardreath and Par. The expectation has been that most development, be it housing, employment sites etc. would take place within the settlement boundary. Exception sites e.g. for affordable housing must be adjacent to the settlement boundary and should not be determined in advance. Affordable housing: currently 34 households are most in need i.e. Bands A to D. A Community Land Trust might be one way forward.</p> <p>Outside of these areas (including in areas such as Kilhallon) other policies relating to developments in rural, open countryside have been operating. No large-scale development would be expected to be approved, but “infill” where a gap which could take 1 or 2 houses or “rounding off” the settlement to a natural boundary might be.</p> <p><b>One way forward might be:</b></p> <ol style="list-style-type: none"> <li>a) Take as a starting point the previous development envelope (we have a map) and draw a settlement boundary round that (adding in any recent development).</li> <li>b) Look at the policies in the Cornwall Local Plan.</li> <li>c) If the policy meets the needs/ reflects the wishes of the local community, refer to it in the NP.</li> <li>d) If the policy does not meet the needs/meet the wishes of the local community, add it into the NP.</li> </ol> <p>Colleen/Cornwall Council are sending us: a list of addresses for voters, useful for mailings; data on the parish (Community Insight Report) and maps of the parish.</p> <p>RT reported that Ryan Chapman of Purl Design is willing to be involved with a Focus Group linked to planning and/or housing. SG agreed to purchase 2 x Copies of the Cornwall Local Plan at £10 each. Cornwall Council provides a range of paid for services including maps can be tailored to precise requirements e.g. constraints, historic sites etc.</p>	
3.	<p><b>Funding</b></p> <p>DH expressed the SG’s gratitude towards Heather Quoroll (HQ) for being willing to keep the NP financial records. AW will serve as liaison between SV and HQ on financial matters. DQ has drawn up a draft application for Locality funding. It was agreed that once the application has been examined by DH and agreed that it is a fair and accurate</p>	<p><b>CE group</b> Budget figures to DQ ASAP</p> <p><b>DQ</b> submit funding</p>

	<p>statement, the application should be submitted. It was noted that grant money would not be released until mid or late April at the earliest. Grant funding cannot be used retrospectively and the CE group will organise activities which will incur expenditure with this in mind. Updated figures for expenditure i.e. an initial budget for the grant funding application will be put together by the CE group and forwarded to DQ ASAP.</p>	<p>application ASAP</p>
<p>4.</p>	<p><b>Focus Group Reports: Community Engagement</b>  <b>Logo:</b> ED has circulated logos and number 3 is the preferred choice.  <b>Initial Survey:</b> KR has circulated 2 versions of the initial survey. Some details yet to be added e.g. dates for community engagement activities.  <b>CE Roadshow Bus:</b> GB reported that the CE might use and open top double decker bus for events. This could be organised through St Blazey and District Town Team.  <b>Delivery of Leaflets:</b> The SG can access an address file from Cornwall Council for £23.00 but the SG may also be able to access the information via SV. SV is following up with Cornwall Council. GB has contacted Trudy and Josh to check whether they may be interested in delivering the leaflet and the initial survey.  <b>Budget:</b> final figures are not available yet for external funding application (to be drawn up by DQ). The budget for initial community engagement activities will be finalised once the leaflet and initial survey are agreed. CE group will then forward to DQ as agreed above in item 3.</p> <p><b>PowerPoint presentation:</b> BH has started the presentation and will bring to the SG.</p> <p>-----</p> <p><b>Discussion and Decisions</b>  The SG confirmed the adoption of no.3 logo and ED agreed to make the “neighbourhood plan” writing darker. Members decided to proceed with the “circles” version of the initial survey; and KR was thanked for all the work she has put into drawing up the survey.  The dates of the community events will be decided by the CE group who will also circulate them to the SG to ensure there will be enough members available to help.  The SG agreed the purchase of the Parish electoral address list from Cornwall Council at £23 if necessary.  GB said that the SG will need to pay for the fuel for the use of the bus for CE events and possibly make a donation.  JP and GB confirmed that Trudy Thompson is willing to deliver the leaflets and surveys to all the parish addresses, including outlying areas.  ED reported that she is now posting key bullet points from</p>	<p><b>AW</b> follow up address info. ASAP</p> <p><b>ED</b> amend logo ASAP</p>

	<p>each meeting on to Facebook.</p> <p><b>Annual Parish Meeting</b> 6<sup>th</sup> April 2017 at Par Running Track Pavilion. GB has booked the Pavilion to set up displays from 6.00pm onwards. Parish meeting 7.00-7.30 pm approx. NP SG members will be available to discuss and answer questions on the NP between 7.30 and 9.00. 9.00-9.30 clearing up.</p> <p>Refreshments (free to the public) are kindly being provided volunteers who are invoicing only for baking ingredients, tea, coffee etc. The CE group is organising publicity e.g. posters, social media, contacting Radio Cornwall etc. GB still has some ink and card for printing posters.</p> <p>The intention is to make this first community event very informal. The public will be asked to respond on sticky notelets, probably along the lines of the key questions in the initial survey e.g. What makes the parish special? What needs improving? As time is short, AW will purchase pens and sticky notelets for this event, but CE group will get together a bulk stationery order for later events. CW suggested that members of the public should also be encouraged to say how they might be able to help. BH asked for any photos to be sent to her for displays and PowerPoint presentation/s. These could be of places but also of activities e.g. Tywardreath Trotters. GB is ordering a “blow-up” poster to show the Parish boundaries.</p>	<p><b>AW / CE group</b> Stationery</p> <p><b>All</b> to send photos to BH</p> <p><b>GB</b> poster of parish ASAP for above</p>
5.	<p><b>Project Planning</b> BH went through the initial projections for community engagement activities; and will circulate an updated project plan to all SG members. It is hoped that responses from the leaflet and initial survey will be received and analysed by the end of June. DQ reiterated his willingness to speak to local community groups and suggested that these talks should take place at the same time as the initial survey is out for consultation.</p>	<p><b>BH</b> to circulate updated project plan ASAP</p>

**The next meeting will be held on Monday 10<sup>th</sup> April 2017** starting at 7.15 pm at The New Inn, Tywardreath.

Please note that meetings of the Tywardreath and Par Parish Neighbourhood Plan Steering Group are normally held on the 3<sup>rd</sup> Monday of the month.

**Please note the date change above due to Easter.**