

Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG) minutes of the meeting held on 23.10.17.

Present: Gill Butler (GB), Cllr David Hughes (DH), Cllr John Page (JP), David Quoroll (DQ), Cllr Jordan Rowse(JR), Alison White (AW), Cllr Caroline Wildish (CW)

Apologies for absence: Cllr Roy Taylor, Cllr Adrian Wildish

In attendance: Cllr Pauline Giles (PG)

| Item | Discussion notes | Who? Action? By when? |
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| 1. | <p>Minutes from last meeting held on 18.09.17. Adoption of minutes. All present approved the minutes. The minutes were adopted.</p> | |
| 2. | <p>Matters Arising The current projector does not have an HDMI socket. AW offered the use of hers, but will need to check that it has the necessary socket/s. AW to liaise with JP on this.</p> <p>GB passed around the current logos. All agreed on version 1 but if possible the font needs to be changed, so it is consistent.</p> <p>Version 2 of the updated leaflet has been circulated. All comments to DQ via email please ASAP. The leaflet will be delivered to households and/or used for CE events; and a decision will be made once quotes have been obtained.</p> <p>Finance It was confirmed that the Parish Council has put aside £5 000 for the NP and that grant funding should bring in another £9 000. So far we have spent £1320.00 and there is £225.00 to be spent by the end of October, though DQ is checking whether we can keep this and roll over to the next funding period. All quotes for the next funding application must be emailed to DQ ASAP. DQ will then draft the funding application for submission in early November.</p> | <p>AW/JP</p> <p>CE group</p> <p>DQ/JP to liaise ASAP</p> <p>All to note DQ submit funding app. early Nov</p> |
| 3. | <p>Initial Survey DQ reported on the initial survey results from his manual analysis. The responses to the open ended questions were analysed and responses tallied. These results are based on 199 completed questionnaires (i.e. the vast majority) and include both on-line and paper based responses.</p> | |

| BEST THINGS ABOUT OUR PARISH | % replies |
|---|-----------|
| The community and the people | 67 |
| The 'green setting', the environment around us | 47 |
| Facilities – the shops, pubs, library | 42 |
| Par beach | 28 |
| Good transport links / public transport | 20 |
| History and heritage | 10 |
| Low density housing | 9 |
| Cleanliness | 7 |
| Feeling safe | 6 |
| Peace and quiet | 5 |
| The School | 3 |
| Athletics track | 2 |
| Jobs and employment | 2 |
| Lack of second homes | 2 |
| Church | 2 |
| Weekly refuse collections | 2 |
| Broadband | 1 |
| Accessibility | 1 |
| Fresh air | 1 |
| No drugs | 1 |
| This list includes all responses. | |
| WHAT NEEDS IMPROVING | % replies |
| Traffic, speeding cars, dangerous parking and lack of parking | 57 |
| Lack of amenities and facilities, especially for the young | 23 |
| Litter & lack of litter bins | 19 |
| Lack of weed control vegetation overgrowing pavements | 19 |
| Dog mess | 17 |
| Road maintenance, pot holes, uneven surfaces | 13 |
| Flooding control and drain clearance | 12 |
| Inappropriate housing development | 10 |

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| Lack of genuinely affordable homes | 9 | |
| Public transport | 8 | |
| Public toilets | 8 | |
| Par beach, especially car parking | 8 | |
| Environmental protection | 7 | |
| Police presence / public safety | 6 | |
| Blocked footpaths | 5 | |
| Communication | 4 | |
| Employment | 4 | |
| Accessibility | 3 | |
| Broadband | 3 | |
| Control of second homes | 2 | |
| Protection of our heritage | 2 | |
| Par docks | 2 | |
| Seats | 2 | |
| Helping elderly | 1 | |

In addition there were some 26 additional individual comments.

There needs to be a final check to ensure the comments from the last few paper copies have been entered on SurveyMonkey (see CE report below). Once this is confirmed, CRCC will be able to send us the electronic version including a database of all results and graphics. JP and DQ will liaise with CRCC on closing the survey down. The SG recorded their thanks to CRCC for their input. AW will circulate the electronic data to all SG members as soon as it is available.

The ensuing discussion covered several points. Some things commented upon in the survey cannot be covered by the NP and these will be forwarded to the Parish Council for information. It was noted that approximately 10% of households responded to the initial survey. PG said that the Final Questionnaire sent out by St Blaise NP had received a significantly higher response rate which she put down to intense campaigning about the issue. There was some discussion as to whether the St Blaise NP response rate may also have been higher due to the WainHomes' development application which was extremely controversial and the fact that St Blaise faces other issues which do not necessarily affect the Parish of Tywardreath and Par. However, the point about the importance of advertising the NP and raising awareness of its purpose was well taken. PG added that she believed that at present inhabitants in Tywardreath Highway felt left out. AW confirmed that she and her

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CRCC

AW
circulate
data

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| | <p>husband had personally delivered the survey and information leaflet to every household in that area including up the A390, Pons Mill, Lanescot etc. However, it was agreed that when it comes to the next stage of consultation events, the CE group will arrange to be available in Tywardreath Highway itself to listen to the community's views, perhaps in the bus as at Par Big Lunch. Two members of the SG live on and very close by to Tywardreath Highway, and AW said that she is happy to be contacted by email. Her email is on the Parish website under the Neighbourhood Plan tab, as are the emails of all the other SG members and PG was asked to spread the word amongst the residents of Tywardreath Highway. Otherwise Mrs Sally Vincent, the Parish Clerk, can be contacted by phone on 01208 871159 and Mrs Vincent will arrange for the relevant SG member to phone back.</p> <p>It was suggested that after every meeting, a short summary of what has happened in the meeting could be posted on FaceBook and JP offered to do this. AW will write an article for the next edition of PL24. Various suggestions were made as to what should be included in the article e.g. an explanation of how the SG was formed, who is on it and an appeal for more volunteers, especially at Focus Group level. As usual, anything which appears in PL24 will also be put on the Parish website.</p> | <p>AW/JP PL24 Parish website FaceBook</p> |
| 4. | <p>Focus Group Reports: Business and Employment (Bus & Emp) CW, AWi and AW met on 17.10.17. Fuller notes are available if anyone on the SG would like to see them, but the key points are as follow.</p> <p>Aim (remit) of group: To gather enough evidence to prove that we have considered the sustainability of the local economy of the Parish and to inform the questions we put into the NP final questionnaire. The SG approved this aim.</p> <p>Evidence – documentary: The main documentary sources have been identified. It is recognised that much of the employment site data in the Cornwall Local Plan is already out of date but it is being reviewed on an on-going basis. Tasha Davies has a contact who is involved in this, so we should be able to get updated information.</p> <p>Evidence - stakeholder consultation and engagement activities: CW spoke about the need to engage with all economic sectors. To this end, we are investigating the following possibilities for gathering the views of the community on business and employment: a business breakfast; an engagement activity with Jobseekers; questions on the proposed young person survey. At the SG meeting several venues were suggested for the Business Breakfast for which CW is getting quotes.</p> | <p>CW quote to DQ before end Oct</p> |

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| <p>The main issue is identifying all the businesses within the Parish and their email addresses. Unless someone comes forward and offers to do this work on a voluntary basis, the intention is to employ a company to do this for us. We would then be able to issue an invitation to specific businesses to the breakfast and would be able to conduct an on-line survey to gather opinion. This will be supplemented by advertising on the Parish notice-boards, web-site and in Parish magazines, as it is recognised that even with specialist input not all businesses or employers will be identified, especially those working on a sole trader and/or freelance, self-employed basis. AW has contacted 3 companies + CRCC + CC and one company has come through with a proposal at a cost which might be acceptable. AW will email this to any member who requests it and the consultant is happy to answer queries.</p> <p>Infrastructure: It was agreed that infrastructure eg broadband, transport links is integral to the success of businesses and this aspect needs further investigation.</p> <p>Consultation with neighbouring NP areas: It was agreed that it might be mutually beneficial to discuss with neighbouring Parishes their views about Business and Employment (particularly as we are part of the Community Network Area (CNA) of St Blazey, Fowey and Lostwithiel. DH added that this is true of all policy areas and the SG in general, as we need to work within the wider context. JR added that Par Bay Big Local is currently focusing on Business and Employment; and next year the focus will be on Health and Wellbeing. It was noted that Cornubia Hall is intended to serve as a Creative Hub, including for small businesses, and Kevin Marsh is the contact for this.</p> <p>Health and Wellbeing (H&W) JR, GB, AW met on 18th October 17. CW was unable to attend.</p> <p>The Aim (remit) of the group was agreed</p> <ol style="list-style-type: none"> a) To gather sufficient evidence, from documentary sources and via community engagement activities, to ensure that the questions in the final NP are appropriate. b) To monitor and audit the other NP policy areas such as Business and Employment, Housing etc. in respect of their potential impact on the Health and Wellbeing of the community. <ol style="list-style-type: none"> 1. The SG approved these aims in the meeting 2. Initial review and discussion of key documents This was very much an initial discussion as all recognised we need more information than we have at present, however, the group decided to focus on those individuals living with | <p>All to note</p> |
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| <p>disabilities (physical, learning and mental health needs). In Tywardreath and Par Parish, individuals live longer but more individuals also live with limiting long term illness (LTTI) (p33 Local Insight Report). Given that individuals live longer on average in our parish, we will also explore the needs of more the more senior citizens in the Parish.</p> <p>H & W is a thread that runs through NP policies generally and it was agreed that it will be essential to liaise with the other Focus Groups. For example, we are aware that there is a requirement for a minimum of 28 more homes in the Parish over the next 13 years. The requirement might be for more accessible homes given our demographic and Colleen O’Sullivan, Development Officer, has advised that we “could consider a site specific policy to allocate land for housing suitable for the elderly”.</p> <p>Other areas to explore include PL24 in Bloom and the protection and promotion of green spaces generally. Speeding is also a H & W issue, if some people avoid going out because they cannot cross roads safely.</p> <p>Identification of stakeholders GP surgeries of Fowey River Practice and Middleway Surgery Dr Andy Virr, Consultant in the ED at RCHT and Cornwall Councillor Ocean Housing Residential nursing/care homes, the Creative Workshop and Imerys.</p> <p>Action Contact GP surgeries AW Invite Ocean Housing to attend a meeting when appropriate</p> <p>Community engagement actions CE activities are likely to generate feedback on H&W e.g. when visiting various clubs and consultation with young adults. It was agreed that Jordan will move to the CE group to help with this, as that group only has 2 members at present.</p> <p>Action Ensure H & W is covered in CE and Young Adult engagement activities. GB JR JP Submit a bid for a possible consultation activity with GP surgeries AW</p> | <p>CE group to note</p> |
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Planning and Housing

DH presented two reports at the meeting.

Housing & Planning Work Plan

1. Housing Target

- 1.1. Identify latest Cornwall Local Plan (LP) targets
- 1.2. Consider parish allocation within Community Network Area (CAN) target. (take into account effects of proposed developments and constraints elsewhere in CNA which may affect this allocation)
- 1.3. Identify local housing need
 - 1.3.1. Total need
 - 1.3.2. Type of need
 - 1.3.2.1. Social rented
 - 1.3.2.2. Private rented
 - 1.3.2.3. Shared ownership
 - 1.3.2.4. Affordable
 - 1.3.2.5. Open market
 - 1.3.2.6. Second homes
 - 1.3.2.7. Holiday lets
 - 1.3.3. Type of housing
 - 1.3.3.1. House
 - 1.3.3.2. Bungalow
 - 1.3.3.3. Flat
 - 1.3.3.4. House in multiple occupancy
 - 1.3.3.5. Number of bedrooms
 - 1.3.4. Design & plan Housing Needs survey
- 1.4. Decide whether the NP should be seeking to provide more housing than CAN parish allocation based on
 - 1.4.1. Housing Needs survey
 - 1.4.2. Numbers on Homechoice register
 - 1.4.3. Feedback from local estate agents/letting agencies
 - 1.4.4. Benefits v.v. disadvantages of additional development
 - 1.4.5. Response to “unplanned” development proposals
- 1.5. Identify objectives within agreed allocation

2. Consider constraints on development within parish

- 2.1. Flood risk (marine/fluvial/surface-water)
- 2.2. Landscape Character
- 2.3. Vehicular access
- 2.4. Pedestrian access
- 2.5. Drainage/sewerage
- 2.6. Conservation Area, AONB, World Heritage Site, Listed Buildings, Historic Battlefield, Nature Reserves

3. Basis for indicating development sites

- 3.1. A combination of development boundaries and site allocations
- 3.2. A development boundary around the main settlement/villages/ hamlets (no development outside of the boundary line)
- 3.3. No development boundaries
- 3.4. Specific site allocations within the main settlement/villages/hamlets
- 3.5. No site allocations

DH explained that the main **Aim** of the work plan above is to shape the Housing Policy around the needs of our Parish, and to do this the Focus Group is aiming to gather the necessary information to allow for the formulation of appropriate questions in the NP. For example, we have to assess whether there is a need for holiday lets or second homes. This would also require us to think through the potential implications of following the St Ives model where new homes cannot be used as second homes; and it seems that second home owners may now be buying up older stock.

Themes raised in the H & W report were explored in a wide-ranging discussion concerning the level and type of housing needed. Apart from the minimum of 28 houses required to be built, there are those households currently on the Social Housing list to consider, particularly those in categories A, B and C. Affordable housing was also discussed at length as members talked about the desirability of ensuring there is a mix of generations in the village and the need to investigate ways of encouraging the development of Affordable Housing e.g. by the use of Land Trusts which aim to ensure that a proportion of housing is available in perpetuity at 60% of market value. Such a move would indicate the need for settlement boundaries which will need much consideration, as indeed will transport links including the provision of new pavements if necessary where new building takes place.

Accessible housing was recognised as important and PG spoke about her conversations with Cornwall Council about shared supported accommodation where residents have their own room but also share communal facilities. JR suggested members take the opportunity to look at the bungalows in Poldark Gardens, St Blazey. There was also recognition that there are no easy solutions as some people are happy in bigger houses as they get older, others want bungalows or flats; and some bungalows are already occupied by young families, so are not available to those who wish to downsize.

DH then presented a second report.

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| | <p>1. What is a Local Landscape Character Assessment (LLCA)?</p> <p>An LLCA is a way of identifying and demonstrating what makes our local landscape special and distinctive. It provides evidence in a structured format to support the policies set out in the NP. It is not obligatory for a NP to include such an assessment; however experience of existing approved NPs indicates that they are encouraged by inspectors and can be used subsequently in supporting/opposing proposed developments in the area. It is for us to decide what level of detail we consider appropriate.</p> <p>An LLCA will:</p> <ul style="list-style-type: none"> • Be a character record prepared by the local community • Create a bespoke evidence base to inform NDP policy on the character and value of the local landscape, it's historic, ecological, and cultural qualities • Identify features and landscape issues of key importance to the local community • Highlight designated landscapes, and identify natural and built features • Objectively inform opinions on the environmental implications of development proposals • Provide evidence against which to assess the impact of future development and land management decisions. <p>How is it done and by who?</p> <p>The Housing & Planning Group will agree a programme to establish existing data/records and define a "fieldwork" programme. They will then recruit a team of volunteers to carry out this work and arrange training. Fieldwork will be carried out by the volunteers under the leadership of the group leader Results of the fieldwork will be brought together with the existing information to create a draft document</p> <p>Community consultation will add important detail of how and what the community values about their landscape, and the opportunity to present the draft for comment. The aim will be to finalise the LLCA and bring together a document which is a factual record of the character of the landscape, and which reflects the value of the landscape to the local community</p> <p>3. Resource implications</p> <p>It is possible to employ specialist consultants to carry out this work but this would be expensive and, due to availability, could be a significant delaying factor. With suitable training, much, if not all the work could be carried out by volunteers at much less cost, mainly supplying paperwork, maps, clipboards etc.</p> <p>From an overall NP point of view this also demonstrates active</p> | <p>CE group to note</p> |
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community engagement. It is suggested that, in addition to adult volunteers, we should seek to involve local youth groups and schools in this work. Compilation of results would be done by the Housing & Planning Group. There is an important role here for the **Community Engagement Group.**

Cornwall Council can provide specialist (paid) support at various stages in the process, in particular in training volunteers. I am awaiting details of their costs.

4. What will the LLCA look at?

Local Landscape Assessment involves a description of each 'landscape type' covering the following headings

- Key characteristics of that landscape character type
 - Topography and drainage
 - Biodiversity
 - Land cover and land use
 - Field and woodland pattern
 - Settlement pattern
 - Transport pattern
 - Historic features
 - Condition
 - Aesthetic and sensory
 - Distinctive features
 - Views
 - Pressures and forces for change
 - Landscape management and development considerations
- As our Neighbourhood Plan covers a cluster of settlements, there is an opportunity within the final LLCA document to create chapters that provide more detailed information for each settlement.

5. What is the benefit of an LLCA as part of a Neighbourhood Plan?

All landscapes change over time through the influence of nature and man, and change should not be seen as negative. If we understand which elements give us the character we all value so greatly, we can positively plan for future development which will conserve and enhance, add value, and even create new landscapes. These values can be required as "conditions" when future developments are being considered.

It was quickly recognised by the SG that the **Planning & Housing** and **Environment and Heritage** Focus Groups will need to liaise closely, as there is so much overlap, not least in respect of the LLCA and the implications thereof for all aspects of planning and housing as well as the protection and enhancement of the environmental and heritage aspects which were shown to be highly valued by the community in the Initial Survey.

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| <p>DH said that he believed that we have enough skills “in-house” to do much of the work on the LLCA. DH added that he hoped it might also “spark a passion” in youngsters for fieldwork and the environment. The SG agreed that there are a significant number of local residents, including some on the SG, who have a lot of expertise in environmental matters, but it was also recognised that we will need some external input to ensure the evidence meets the requirements of the NP inspector. DH explained that there is a nationally recognised protocol set out which volunteers must follow if we go down this route. DQ added that he is also currently seeking documentary and other evidence, for example, more information from Cornwall Wildlife Trust. All agreed that it was a good starting point, especially as 47% of respondents in the initial survey mentioned the environment around us and the “green setting” under the heading of the “best things about the Parish”.</p> <p>The protection and enhancement of green spaces is an important aspect of H & W as well; and GB reminded the group that the Development Officer’s advice is that we should repeat policy objectives and statements across the NP Policies as relevant. An example of this is PL24 in Bloom where the aim is to set up a trail for parents to walk with their children and encourage exercise and education. DQ added that a member of the local heritage group “In Search of Tywardreath” is currently writing a series of walks. DH added that recent surveys have highlighted loneliness as an issue in rural communities and such initiatives might also help in encouraging people to get out.</p> <p>All agreed that accessibility is a fundamental aspect which we must take into consideration when developing the NP and thereby the Parish.</p> <p>Community Engagement (CE) JP co-ordinator, GB, JR</p> <ol style="list-style-type: none"> 1. <u>Initial Survey</u>: The initial survey is now closed and all the hand written forms have been entered onto Survey Monkey. There had been a delay as the Survey Monkey site had been very slow and I had to leave it for a day and then continue again. There are five reports that I am not convinced have ended up on the database, I would like to check using the comments on each form. I did the entries myself as I thought it would be quicker and easier (there were 95 forms). <p>I contacted Kernow Youth as we were going to use them and Laura Pellow was ok about that. In the event it was good that I did, it would been even slower if more than one person was entering data at the same time.</p> <ol style="list-style-type: none"> 2. <u>NP Banner(s)</u>: Gill has been in touch with the design company that Jordan mentioned and did a rough idea for. | <p>All to note</p> |
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| | <p>We are awaiting details from them re the NP pop up banner(s). The cost to design would be £20.00 Ex. VAT + 2 for £70.00 Ex. VAT Banner Stands. Formal quote to follow. We need to decide what the final design for the banner will be.</p> <p>3. <u>Communication to parishioners:</u> The idea of a 'broadsheet newsletter' has been floated and Gill is looking into that, the Roche Group produced something similar and Lord Matthew Taylor sent the artwork for the Roche 'tabloid' to help us. This will complement our FB page and messages to members. I fully intend to start messaging members with news at the same time as items/news is posted on FB. We have a list of those who have asked to be kept informed by e-mail, just need to make sure it is up to date. Unless anyone has any bright ideas, I will send messages to members at the same time I post anything on FB. I will need to co-ordinate with Alison on this as there is also a news section on the website, I would like to see all channels of communication synchronised and up to date.</p> <p>4. <u>New Member!</u> Following a separate meeting with Gill, Alison and Jordan it was decided that Jordan will join the CE group as we had lost two members over the last few months. Jordan will be an asset!!</p> <p>DH congratulated the group on coming up with a series of good ideas and asked them to come back with quotes on these for the SG to consider. These should be emailed to DQ by the end of October if they are to be included in the next round of funding.</p> | |
| | <p>Agenda for next meeting The main item on next meeting's agenda will be Planning. DQ is currently updating the plan to reflect progress over the last few months. Members are requested to send any other items for the agenda to AW before 12.11.17., so that the final agenda can be posted on the Parish website well in advance.</p> | All to note |

The next meeting will be held on Monday 20th November 2017

starting at 7.00 pm at **The Burrows Centre, St Blazey.**

Please note that meetings of the Tywardreath and Par Parish Neighbourhood Plan Steering Group are normally held on the 3rd Monday of the month, unless otherwise indicated above.