

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

Minutes of meeting held on 19.03.18.

The meeting was held at the earlier time of 3.00pm due to the adverse forecast for later that evening.

Present: Cllr David Hughes (DH), Cllr John Page (JP), David Quoroll (DQ), Alison White (AW), Cllr Adrian Wildish (AWi), Cllr Caroline Wildish (CW)

Apologies for absence: Cllr Jordan Rowse, Cllr Roy Taylor

Attachment to be read by SG Members: Briefing on Blue Green Healthcare

Item	Discussion notes	Who? Action? By when?
1.	<p>Minutes from last meeting held on 19.02.18. The minutes were approved.</p>	
2.	<p>NP Planning Surgery Bodmin 07.03.18 Attended by DH, DQ and AW This was a positive and helpful session, after which our named Development Officer contact, Ryan Searle (RS), provided most of the following notes.</p> <p>At the surgery we discussed the following:</p> <ul style="list-style-type: none"> • The NP appendix could include projects/actions that aren't planning issues but these issues could be a parish or community project. • Housing needs survey isn't user friendly in that the original Housing Need Survey letter had a high reading age of 18. Comments were passed onto the Affordable Housing Team by Tywardreath and Par Parish NP and the team is sending out a much easier version of the letter. • All your consultation documents/events will be written/presented in non-planning speak whenever possible whilst recognising that sometimes language has to be more formal to reflect the context. • We (the NP Development Officers) can review your questionnaires for free but you will need to find another organisation for distribution and analysis if this is what you wish to do. • Is the Parish in the top 20-30% deprived areas to access further funding for the strategic environmental assessment in particular – Can we find this out? This can usually be checked on the Locality funding website https://mycommunity.org.uk/funding-options/neighbourhood-planning/ but it is currently closed and says it is due to reopen on 1 April. 	

	<ul style="list-style-type: none"> • You have a good mix for who you have consulted. This is our Consultation Statement Template - http://www.cornwall.gov.uk/media/22422445/consultation-statement-template.docx You can use or adapt this as you wish. • The 25 year plan to improve the environment could be used to create environment policies that are specific to Tyw and Par e.g. Blue Green Health. • Cornwall Local Plan Policy 4, Shopping, Services and Community Facilities says that Community facilities and village shops should, wherever possible, be retained and new ones supported. – NDP can build on this and identify and protect local facilities from change of use. The plan could identify the conservation boundary area in Tywardreath and state that, for example, “To re-enforce the viability of the conservation area, we want to maintain the viability of businesses.” Show on a map shops businesses etc. Speak to the businesses if you plan on doing the above. • Can also include a policy to support change of use to shops in the village centre. Again show on a map. • Have everything electronically stored. • Keep results of final questionnaire until analysis of results has been produced. • Only have to consult statutory consultees at Regulation 14. • Signpost to any documents referred to in the NDP. NP group suggested providing footnotes and references page and this was agreed as a good idea. • You are hoping to have the final questionnaire sent out in November. • You are producing a job seekers’ survey and an employers’ survey. • You are compiling a list of all local clubs, societies etc. and will be contacting them. • You will be running a Health and Wellbeing workshop – this will be open to other parishes and interested parties such as Imerys. • When you know what you want to achieve through the NDP, we should arrange a meeting to tackle these specific issues. In particular, after the results are in from the Housing Need Survey, we should meet for a session with the Development Officers to learn more about the context and discuss how to move forward on this e.g. what is Affordable Housing, Intermediate Housing, Viability assessments and the question of restricting new build to main residence only as has happened in St Ives. There is also the question as to whether settlement boundaries/development envelopes should be (re)-instated. 	
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	<ul style="list-style-type: none"> • Referendum information Cornwall Council will pay for the referendum. If you choose to do any additional publicity/advertisement, then the cost of this will be down to the NP group. Cornwall Council will run the election like a normal general/local election. Everyone on the electoral roll will have the opportunity to vote. 	
3.	<p>Business and Employment SG Report CW, AW and Andrew Green (AG) have met and continued to liaise via email.</p> <p>1. Database of Businesses AW has been working with Lee at Highstone Consultants on developing a database of business contact details. So far, we have over 200 businesses of which a high proportion appear to be sole traders/self-employed.</p> <p>2. Business and Employment Website The Business and Employment Website is very close to being up and running. Its primary purpose is to invite businesses to complete the on-line version over several months with results fed back by Lee to AW on a regular basis. The website has a lot of interesting information relevant to businesses, drawn from a variety of sources. Information on how to access the website will be circulated soon.</p> <p>3. Employer Survey (paper and on-line) CW and AW have drawn up an Employer survey to be used for both on-line and paper versions which has been circulated to SG members for final comment. The paper versions will be printed off and distributed by hand or via the post to businesses where we do not have email addresses.</p> <p>4. Jobseeker Survey + Young Adult potential jobseekers AW has created a survey to be used both with Jobseekers and by Kernow Youth when engaging with Young Adults (aged 16 to 24). AW and AG met with Sonia Clyne at Cornubia Hall. Sonia has agreed to circulate the Jobseeker Survey and assist any Job Club clients who would like to complete it as necessary. It is likely that the survey will go over 3-4 months. AW will analyse the replies.</p> <p>5. Employer/ Business/Jobseeker Event/s AW has enquired at Cornubia Hall about setting up displays on the Focus Group theme of Business and Employment + running small-scale drop-in events for employers and jobseekers and anyone else interested in the theme. The SG asked AW to contact Caroline</p>	<p>CW / AW employer survey</p> <p>May 2018</p> <p>AW analyse replies and report end July 2018</p> <p>AW discuss</p>

<p>Boyce, the new Cornubia Hall manager and ask whether we could have a pop-up banner in the foyer to advertise NP events.</p> <p>Housing and Planning Report Housing Need Survey Information Update 1532 letters have been posted out. The letters have been sent to households on the electoral roll. The system will allow for 1 response per household to the survey.</p> <p>We commissioned Cornwall Council to run the survey on our behalf and have paid for it out of central government grant funding. However, an error by Cornwall Council meant that the letter was sent out, but the opening and closing dates for the survey were not included. A second letter is to be sent out this week with the dates; and the deadline for responses has been extended. CC is also changing the information on the website. There is no cost to the NP or the Parish Council for the above, as responsibility for the error lay with CC.</p> <p>AW has been in contact with Emma Deacon (ED), JR and JP about Facebook postings. ED now has a list of parish postcodes, so at least some of the postings can be targeted at Parish residents only. The challenge is to ensure that local people understand that the Tywardreath and Par Parish NP only covers the parish i.e. not St Blazey, which has its own NP. The NP should be shaped by Parish residents but of course many people do not know where the lines are. This is crucial, for example, when it comes to the Housing Need Survey, where there is a risk of double counting if people complete housing questions for both Tywardreath and Par Parish and St Blazey.</p> <p>Cornwall Council Development Officer input RS and colleague are willing to run a session specifically on Housing Policy, processes and considerations for the NP. It is proposed to run a long, preferably day-time session, so that SG members can learn more about this topic in preparation for consultation events. The hope is that this would also help members shape specific questions for the Final Questionnaire. The SG members present suggested that this might also be an opportunity to brief members on the Landscape Character Assessment, but the focus will be on the issue of housing and development. CW proposed that Parish Councillors might be invited to attend and it was agreed that this would be useful. AW will contact RS about possible dates for this and check member availability. We will run it after the Housing Need Survey report is finalised</p>	<p>with Cornubia ASAP</p> <p>JP/JR/ED Facebook (targeted)posts ASAP</p> <p>AW Housing Development Workshop</p>
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<p>and the funding from the April bid has definitely been released.</p> <p>Health and Wellbeing SG Report</p> <p>Blue Green Healthcare Andrew Green (AG) was unable to attend the SG meeting to talk about the Blue Green Healthcare as per the agenda, but SG members hope to welcome AG to another meeting soon. In the meantime, SG members are asked to read the briefing attached, as AW will be talking with individuals and organisations in the community about whether Blue Green should appear as a strand within or be the focus of the NP Health and Wellbeing policy. AW will also contact Jenny Moore, Chair of St Blaise NP, and Ruth Finlay, Chair of Fowey NP, with a view to meeting or talking with them about Blue Green Healthcare and whether this might be of interest to their groups. Members suggested that AW should contact Doug Scrafton, as he is involved in similar activities and AW will continue to liaise with Fowey River Practice PPG and Middleway Practice PPG, so they are aware of our proposals as well as with Sonia Clyne at Cornubia Hall. The intention is to organise a Blue Green Healthcare workshop which is to be held in June or July. Again for further details, please see the attached briefing.</p> <p>Members welcomed the proposal that AW should draw up a Health and Wellbeing survey. This survey will focus on areas such as accessibility, Blue Green Healthcare and the promotion of good mental health. The survey will be used at the Health and Wellbeing event and for other engagement activities including when speaking with groups as appropriate. JR has sent an email saying that Jenny Moore, Chair of St Blaise NP, has suggested we might like to have a stand at and attend the PL24 Futures event on 12.04.18. at Alexander Hall in St Blazey. AW said that she is happy to go to this event, as it seems likely to be appropriate in the context of the Health and Wellbeing Policy. AW will contact the organiser and then circulate further information, as some other SG members also expressed an interest attending the event.</p> <p>Community Engagement Report Publicity Materials Various A1 size encapsulated posters and /or A4 posters have been created for NP community events. These include information on what the NP can and cannot do; a Graphic showing the NP process; and an Employment Sites Map and Parish Map, both of which were drawn up by CC mapping section.</p>	<p>date ASAP</p> <p>AW contact local NP groups etc. ASAP</p> <p>AW Survey H&W May 2018</p>
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<p>Dissemination</p> <p>AW is circulating updates by email, putting information on the Parish website and in Noticeboards via Sally Vincent and writing articles for PL24 each edition. AW is also producing A4 Laminated Posters for community consultation events which will be posted around the Parish. AW is working on 5 posters per event at the moment. The SG agreed this would be sufficient for most events, but suggested that 10 might be more appropriate for advertising the Young Adult Consultation and the Tywardreath Garden Show (and proposed Art competition, pending agreement from the organisers of this event).</p> <p>AW offered to put up laminated A4 posters on Tywardreath Highway, in Lanescot and in Kilhallon. JP is co-ordinating the posting of all posters. Some members offered to print off extra A4 posters to be put up in shop windows etc. AW will send round the docs to those interested. Please would NP members let JP know exactly where they have put up posters if they do decide to print off and post some independently.</p> <p>JR and JP are posting on Facebook. We have £100.00 for Facebook advertising which Emma Deacon (ED) is holding. The key issue is that few people actually know where the Parish boundaries lie. JP, JR and ED are working together on planning and carrying out a Facebook "campaign" to raise awareness of where the parish boundaries actually lie. We have surveys and consultation events planned from now until September and our key focus is on gathering the views of the residents of Tywardreath and Par Parish. The suggestion is that, before we spread the message about a particular event, there could be posts on Facebook and elsewhere raising awareness that these events are opportunities for those living in the Parish to have their voice heard. It will be important to release publicity in concert i.e. across all media at the same time and in a planned manner, so that it is spread across the coming months.</p> <p>Library drop-in sessions alongside JR's Cornwall Councillor Surgeries are continuing on the first Saturday of the month. JP is asking for volunteers from the SG to help him with these.</p> <p>Kernow Youth consultation project (part of Oct-March funding bid)</p> <p>Following agreement that we would allocate £350.00 to Young Adult (aged 16 to 24) engagement last meeting, a detailed costing and brief was circulated to all members of the SG. The brief included specific questions on the main</p>	<p>JP poster Co-ordination On-going All to note</p> <p>JP/JR/ED Facebook On-going</p> <p>JP All to note ASAP</p>
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	<p>focus group themes and the “Jobseeker” survey which is aimed at all those currently seeking jobs or who may be undertaking training with a view to looking for a job within the next year or two. The brief was approved by email and KY is now working on the project with a view to starting after Easter.</p> <p>Group talks It was generally agreed that group talks should be the main focus of our community engagement efforts over the next few months. JP is building a database of local community groups and organisations to be consulted. It would be helpful if SG members could send any details to JP of any groups they know. Please include: Organisation title; name of contact; telephone number; email and preferably location/day/time when group meets if appropriate.</p> <p>Where a member of the SG has an opportunity to speak with a group, please do so and email both JP and AW about this. Contact AW if you would like flyers, leaflets and/or surveys for talks. We need a record for the Consultation Statement, so details are required e.g. date “date talk given”, location, name of group, type of group e.g. over 55s social group and number of people present approx.</p> <p>Community Consultation small events. JP is intending to organise stands at various events including: The Big Lunch; Par Carnival; Tywardreath Village Fete: outside Tywardreath Village Shop; and on Tywardreath Highway.</p> <p>Flyer (JR) As there is now a Housing Need Survey going out in March with the updated information leaflet v2, it was agreed to delay the publication and distribution of the flyer until the end of May/June. The flyer will then be used to publicise the results from the Housing Need Survey and will be distributed at events such as The Big Lunch, Par Carnival and Tywardreath Village Fete.</p> <p>Final Questionnaire The final questionnaire is due to be out on 1 Nov and the return date is 15 Dec 2018. The final dates will be dependent on funding being released in a timely manner. It was agreed that we do not need to apply for funding for the April bid, as we can write the questionnaire with support from CC Development Officers who will then advise on the draft for free.</p> <p>When it comes to the September funding bid, we will need</p>	<p>All to note On-going</p> <p>All to note On-going</p> <p>JP stand organisation as appropriate</p> <p>JR/AW end May 2018</p>
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<p>to consider the following points.</p> <p>Distribution of the questionnaire CC does not offer a mailing service but St Austell Printing does, so we could get a quote from them for printing the questionnaire and delivering.</p> <p>Who should get the questionnaires if a paper version? Only 1 per household for all properties in the Parish? 1 copy to go to each individual on the electoral roll?</p> <p>Since the meeting RS has come back on the above with the following. We can buy the open register or a list of properties for £23.00. We can't have access to the closed register where voters have opted to be on this. Payment must be made in advance, contact details for the team: voter-registration@cornwall.gov.uk</p> <p>One possibility therefore might be to distribute to all households and also buy the electoral roll (open) so we can deliver more than one copy to households where there is more than one elector on the register. We then put in a note in any accompanying letter stating that electors on the closed register can contact us direct if they would like a questionnaire. We would of course keep their details confidential and only for as long as necessary as per the Data Collection Act.</p> <p>Paper and/or online questionnaire? Fowey NP only sent out paper versions with SAE (no online option) + offered prize/s for those who returned the survey and opted to complete a contact number/name and address. OR Do we offer an online version? This would mean liaising with and paying for an outside organisation. How would any prize incentive work? Could there be a policing mechanism, so that only the named individual/s or household responds?</p> <p>What do we want to do about analysing the results and drawing up the report? Discussion turned on whether we could analyse the results and write the report ourselves or whether to employ a Planning Consultant for part or all of the process. It was agreed to consider all the above in a meeting later in the summer, after consultation with the Development Officers, possibly at the next Planning Surgery which is likely to be in June.</p>	<p>All to note attend June NP Planning Surgery</p>
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5.	<p>Funding Members discussed a detailed budget proposal for the next funding round and agreed which items would go forwards. DQ will be finalising this at the end of March, so it can be submitted to Locality. Members are reminded that all invoices for current orders must be dated before 28 March, so the accounts can be closed down.</p>	All to note
8.	<p>Date of next meeting/s and draft agenda Agenda for next meeting Members are requested to send any other items for the agenda to AW before Monday 9th April, so that the final agenda can be posted on the Parish website well in advance of the meeting. Reports for next meeting Members are requested to send Focus Group reports for the meeting to AW by Thursday 12th April, so that they can be circulated in advance of the meeting.</p>	All to note

The next meeting will be held on Monday 16th April 2018 starting at 7.00 pm at Cornubia Hall, Eastcliffe Rd., Par. 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.