

Tywardreath & Par Neighbourhood Plan (NP) Steering Group (SG)
Minutes of meeting held on 16.04.18.

Present: Cllr John Page (JP), David Quoroll (DQ), Cllr Roy Taylor (RT),
 Alison White (AW), Cllr Caroline Wildish (CW)

Apologies for absence: Cllr David Hughes, Cllr Jordan Rowse, Cllr Adrian Wildish

Item	Discussion notes	Who? Action? By when?
1.	<p>Minutes from last meeting held on 19.03.18. Adoption of minutes. All present approved the minutes. The minutes were adopted.</p>	
2.	<p>Cornwall Council NP documentation New guidance and templates are being added to the NP section of the website on a regular basis at the moment. If in doubt as to whether you are using the latest version, please check with Ryan Searle (RS), our NP Development Officer contact. AW and Jenny Moore of St Blaise NP have met up and shared information and resources to mutual benefit.</p>	All to note
3.	<p>Funding DQ reported that he has submitted the end of the financial year accounts to the Funding Body Groundwork/Localities. They have requested a pay back on unspent funds amounting to £1,411.13. This will go back into the NP “pot” available to our group for use later in the process. DQ will circulate the final accounts (under Groundwork’s headings) to SG members. Once the money has been paid back by the Parish Council (who hold the NP funding monies in a separate account), DQ will submit the bid for the next funding round. DQ will circulate final figures for next funding round bid ASAP.</p>	DQ budget figures to SG. ASAP
4.	<p>PL24 Futures event 12.04.18. Prior to the PL24 Futures event, AW met with Tom Fletcher of the Environment Agency. Tom talked about how historically flood management has been considered in isolation i.e. separately from other areas such as highways. One aim of PL24 Futures is to address this issue by seeking to raise awareness across the community. For example, at NP level we have been talking about whether it might be appropriate to create safe crossing places in the Parish, possibly by accessing the Community Infrastructure levy. Tom said that this would be an ideal opportunity to manage the surface water at the same time. So, by way of example, maybe we could look at the bottom of Driving Lane and see if we could create a safe crossing point for those who are walking up and down to Kilhallon and elsewhere; and at the same time this safe crossing point might help divert and contain the flood waters which appear relatively frequently in this spot. It would seem that the NP presents the community with the opportunity to address a whole</p>	

	<p>range of issues, because it allows us to think laterally and creatively.</p> <p>Several Steering Group members attended the PL24 Futures Event which focused on The St Austell Resilient Regeneration (StARR) project, but also included stands and displays from various groups including Tywardreath and Par NP. Flooding affects our Parish to a lesser extent than St Blaise NP area at the moment, but even so, there are places within Tywardreath and Par Parish which are particularly prone to flooding such as around Par Station which sits on the main London – Penzance line and is also the starting point for the branch line to Newquay. Water management proposals under consideration include the footpath along the Par Canal and the Running Track area, but these are preliminary thoughts and any modifications would include full consultation and in all likelihood planning applications. Projected changes in sea level also have implications for the settlement of Par in particular and not just in the Par Beach area. For an informative short film on the issue, have a look at the StARR Project information on the Cornwall Council website: https://www.cornwall.gov.uk/environment-and-planning/countryside/estuaries-rivers-and-wetlands/flood-risk/flood-risk-management-projects/st-austell-bay-resilient-regeneration-starr-project/</p> <p>The message is clear. In lower lying areas, perhaps we should consider allocating areas for use as catchment ponds or similar. However, when it comes to shaping the future of the Parish of Tywardreath and Par as a whole, we need to think not only about the low lying areas, but also consider whether development on higher ground might increase the risk of flooding at lower levels. This will be an important consideration when looking at site allocation, should the community decide to go down this route. Requiring certain design features might be a way forward as well, see for example: https://www.susdrain.org/files/resources/other-guidance/water_people_places_guidance_for_master_planning_sustainable_drainage_into_developments.pdf</p> <p>The StARR project is seeking external funding and project outcomes will be dependent on successful bids, but in the meantime, the NP offers an ideal opportunity to look at what we can do at a local level now to ensure the best possible outcome for the Parish as regards water management.</p>	<p>All to note for site alloc.</p>
	<p>Focus Group Reports:</p> <p>Business and Employment Report AW and CW continue to liaise by email. The PL24 Futures Event on 12th April at Alexander Hall was an opportunity to consider the Business and Employment aspect in the wider context e.g. as a part of the area covered by St Austell Bay Economic Forum</p>	

<p>(SABEF). AW met with Tom Fletcher from the Environment Agency the organiser of the event beforehand and he highlighted the impact of flooding on businesses and individuals. As a result a question on this has been included in the Employer and Business survey; and it is suggested that this question should also be included in the NP Final Questionnaire. It is highly likely that the potential for flooding will directly impact on the shape of the final NP and the development possibilities within the Parish, given that so much of it is low lying.</p> <p>The Business and Employment website will soon be up: https://highstoneconsultants.wixsite.com/tywardreathandpar The website highlights a variety of Business related documentation, including a map of local employment sites within a 3 mile radius as well as a Parish map. The creation of a database of 180+ local businesses has been a significant amount of work but the results are interesting and appear to show a high level of self-employment in the Parish. All those businesses for whom we have an email address will receive an invitation to complete the online survey. We will publicise the website via our Facebook page, our email update contact list and via posters as well as with an article in PL24 community magazine. As soon as the Locality / Groundwork funding monies are released, some paper copies of the survey will be printed, hopefully in time for the Community Business Weekend event at Cornubia Hall on Sunday 6th May. Depending on the response rate to the survey, and the time we have available, we will then try to and contact other businesses and employers personally, by post and via individual messages on their websites. Highstones Consultants will be sending us the responses on a regular basis once the website and survey have gone live. Evidence of business and employer engagement is a requirement of the NP process and the above will go a long way to meeting expectations in this respect as well as providing us with up to date information about business and employer requirements in this area.</p> <p>Housing and Planning Report The Housing Need Survey (HNS) is still available on-line with paper copies obtainable from Cornwall Council, Affordable Housing Team. The survey closes on 8th May 2018.</p> <p>RT reported that he had not received the first HNS letter. JP added that he had been told by 4 people that they have not received the HNS Letter. When JP told them that every household had been sent one and it was addressed to the 'Occupier' they all said that they put it straight in the bin as they thought it was junk mail. It was suggested that maybe the envelope should have something on it to say it is important info for parishioners or something or address it to the occupants by name. It was generally agreed that everything concerned with the delivery</p>	<p>AW tell SG when site up</p>
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process needs to be reviewed before a decision is taken on how to proceed with the Final Questionnaire. CW suggested that it could be delivered by hand; and AW said that she thinks St Austell Printing and others offer this type of service. Cornwall Council does not offer this type of mailing. It was agreed that this topic should be a future agenda item and it is on for May.

AW reported that Sam Nicholson of the Affordable Housing Team has confirmed the following as regards the response rate:

“To date 195 households have completed the survey online. I have also sent out eight copies in the post, two have been completed and returned.”

Development Officer Briefing and Discussion

Thursday 26th July start time: 1.00pm

RS has confirmed that he and Zoe Bernard-John have allowed 2 hrs for taking questions and discussing how we should go forward in the light of findings from the Housing Need Survey. The proposal is that we should list all the points and questions which we wish to raise with the Development Officers in advance of the meeting, so that we use the time efficiently and effectively.

Topics which have already arisen in NP SG meetings and in community engagement include: the (re) instatement of settlement boundaries aka development envelopes; and the allocation of sites for housing and employment. If time allows, other topics might include: the possible restriction of new build homes to those who will use them as a main residence i.e. in order to restrict the growth in second or holiday homes; Viability Assessments; and Affordable Housing. For example, should we focus on the provision of accessible housing including for those who wish to down-size?

The room will be booked for 4 hours to allow members to continue discussion and agree an action plan. This is very important, as we need to discuss possible policy implications before drafting questions for the Final Questionnaire. All NP SG members have confirmed their attendance and Parish Councillors have also been invited to attend.

Health and Wellbeing Report

AW is postponing the short Health and Wellbeing survey until later in the summer as there are a lot of other things happening.

Blue Green Health and Wellbeing Workshop

We are continuing to plan for the Blue Green Health and Wellbeing workshop and are delighted to report that Dr Ben Wheeler has accepted our invitation to be the opening outside speaker for this event. Dr Ruth Garside recommended Dr Wheeler to us, because of his interest in Neighbourhood Plans and his work with Cornwall Council on the linkages between green and

<p>blue spaces and Health and Wellbeing. Dr Wheeler is based at who is based at the European Centre for Environment and Human Health, University of Exeter Medical School which is based in the Knowledge Spa at Royal Cornwall Hospital's and Dr Wheeler's profile can be found at http://www.ecehh.org/people/dr-ben-wheeler/.</p> <p>Dr Wheeler has recently been involved in a University of Exeter and Cornwall Council Collaborative Project (published April 2017) looking at Biodiversity, Health and Wellbeing in Cornwall's Public Open Space. Evidence cards are available on the University of Exeter site Beyond Greenspace at: https://beyondgreenspace.net/reports-summaries/</p> <p>The evidence cards detail much research and give examples of the way in which planning can improve Health and Wellbeing. For example, Evidence Card 2 suggest how we might consider the physical access to green space by taking into account the needs of those "with compromised mobility and who may fear falling"; and Evidence Card 4 considers the application of sensory design.</p> <p>The 2 hour workshop will be held on Wednesday 4th July in the afternoon. The exact format, timings and venue will be confirmed in due course.</p> <p>Environment and Heritage</p> <p>We are pleased to be able to welcome a newcomer to the NP group. Sean Taylor, who lives in Tywardreath, has offered to be involved with the "Heritage" section of the NP. Sean is an archaeologist working for Cornwall Council and he has a working knowledge of what is required as regards the heritage sections of NPs. DQ reported that he has been doing a lot of research. All research is being documented, so that a reference list can be compiled to back up what we put in the NP but source information can be difficult to find. DQ ask that SG members let him know of any experts in the community who might be able to help him with this undertaking, so that either DQ or the relevant SG member can get in touch with them.</p> <p>Community Engagement</p> <p>JP, JR and AW have met and liaised via email. JP is creating a database of organisations and clubs which includes contact name, email and telephone information. SG members are reminded to email JP details on any groups which they know about.</p> <p>This database will be used to plan and record approaches to specific groups and to check that we have engaged with all sectors of the community. SG members suggested that JP contact the bookings contact for the various local halls and the Churches as they may well be able to supply more up-to-date and detailed lists of local groups and clubs. JP is also going to talk with library staff and Sonia Clyne for Par Bay Big Local.</p>	<p>AW to notify SG of details ASAP</p> <p>All to note</p>
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	<p>CW, DQ, JR and JP have offered to talk with community groups. All are reminded to let JP (and AW) know when they have talked with any organisation or group locally. It is essential that the exact date, title of group, name of SG member and approx. number of people present is recorded as evidence of our engagement; and AW is keeping a record of this for the Consultation Statement which we are required to submit as part of the NP process.</p> <p>The CE programme has been agreed through until September and includes attendance at most of the major community events. JP and AW have divided up the organisation of various events between them; and either JP or AW will contact SG members for volunteers as the need arises. Although it may seem very early to be finalising volunteers for events e.g. for Par Carnival, we need to be sure that SG members are available to help before committing the NP group to attending and in some cases, before we pay for a stand. Tywardreath Village Show is on Saturday 11th August and AW has approached the committee to offer £25.00 for prizes for art and photography, including for a children's category, linked with the theme of the NP.</p> <p>PL24 article copy deadline May 14th for June edition. AW is willing to write the copy for PL24. All agreed that the focus should be Employment and Business with a link to the new website and the online survey; a mention of the Blue Green Health and Wellbeing workshop might also be appropriate, now the date for this is confirmed as Wednesday 4th July in the afternoon.</p> <p>Posters have been printed and distributed for both the Housing Need Survey and the Young Adult Survey. Kernow Youth is putting up most of the posters for the Young Adult Survey and these are up in Lanescot, Tywardreath Highway and Kilhallon as well as in Par and Tywardreath. Several SG members offered to print off some posters themselves and take into shops etc. and AW will circulate posters as events come up. All are reminded to let JP know where they have placed posters.</p> <p>AW will be circulating a What's happening poster detailing all that is happening now and in the near future with contact details; the Housing Need Survey; Young Adult Consultation (including a survey covering training, employment and long-term residence plans); the Jobseeker survey; the Business and Employment Survey; and the Health and Wellbeing Blue Green Workshop. AW will ask SV to put this poster up in the Parish Noticeboards when appropriate and it will also appear on the website.</p> <p>AW will be meeting with Sally Vincent (SV) to reorganise the NP information on the Parish website. Cornwall Council Mapping Section produced a very clear, new Parish Map for us and this will be posted under the NP Section. For many of us, the boundary</p>	<p>CW DQ JR to liaise with JP on-going</p> <p>AW SV NP website ASAP</p>
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	<p>between the NP areas was/is not obvious. We are aiming to address this issue in a variety of ways.</p> <p>Emma Deacon is holding £100.00 for Facebook advertising and we have been exploring options for targeted postings. After much discussion, the SG agreed that the best way forward seems to be to use drop pins to build a more precise border for the Paris. SG members suggested that JP and AW should decide how to move forward on this up to the maximum amount of £100.00. JP is also going to report on the response rate to his Facebook postings, so that this too can be noted in the Consultation record.</p> <p>In addition to an A1 size Parish map for events, the same map will also be on the NP section of the Parish website. JP will post on Facebook with links to the map and we have put a brief text descriptor on some of the survey and event posters.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Do you live in the Parish of Tywardreath and Par? Tywardreath Highway, Porcupine, Penpillick, Lanescot, Treesmill, Par Village – in and around Eastcliffe Rd, Par Green, Moorland Rd, Polmear Parc, Polmear, Castledore, Kilhallon, Tywardreath</p> </div> <p>After the last SG meeting in March, we were invited to 2 new events. PL24 Futures was organised by the St Austell Resilient Regeneration (StARR) team on 12th April 2018 and we had a mention on the poster publicising the event. The new posters on the NP boards were much admired: the Parish map, the list of what the NP can and cannot do and the process graphic. The A4 copies of what the NP can and cannot do were also well received. Interestingly enough, people immediately started saying what they agreed with on the list of statements as to what the NP can do. In other words, this leaflet seems to be a good conversation opener. RT said that he felt the attendance at the event was good for the area.</p> <p>On Sunday 6th May, we will be in Cornubia Hall for Community Business Weekend by kind invitation from John Lakey of: TeX - Textiles with a Difference https://texwithbenefits.com/ We are talking with CB about possibly putting up a “hanging” NP display in the window of the front entrance along with a collection box for enquiries. Par Bay Community Trust – Par Bay Big Local are now holding a formal opening in September when all the rooms will be finished; and depending on funding, we may try to run an event alongside this.</p>	<p>JP AW postings ASAP</p>
	<p>Agenda for next meeting on 21.05.18. Items so far include: Delivery options and discussion about the Final Questionnaire + the Community Engagement Strategy. Members are requested to send any other items for the agenda to AW before 11th May, so that the final agenda can be posted on the</p>	<p>All to note</p>

	<p>Parish website well in advance of the meeting.</p> <p>Reports for next meeting Members are requested to send Focus Group reports for the meeting to AW by 17th May so that they can be circulated in advance of the meeting.</p>	
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The next meeting will be held on 21st May 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.