

**Draft Minutes to be formally approved at the meeting of the Steering Group on Monday 17<sup>th</sup> September 2018.**

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

**Minutes of meeting held on 20.08.18.**

**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

Item	Discussion notes	Who? Action? By when?
1.	<p><b>Minutes from last meeting held on 02.07.18.</b>  <b>Adoption of minutes.</b> All present approved the minutes.            The minutes were adopted.</p>	
2.	<p><b>Matters Arising</b>            Feedback from the Young Adult Consultation was referred to a future meeting.</p>	
3.	<p><b>Funding</b>            DQ and AW are liaising with Sally Vincent as we are closing the accounts for this funding period. The aim is to put in the next bid ASAP and this will run until the end of March 2019.</p> <p><b>Bids for the next round will include:</b>            The Marketing Means quote for the questionnaire (including some allowance for any open ended questions)            Venue Hire + refreshments for 2 x CE events £100.00            Cornwall Council Mapping Section: new development boundary maps to be drawn up            Printing: new development boundary maps to be printed + other printing costs eg flyers/booklets for Questionnaire results, posters for CE events etc.            Since the meeting the suggestion has been made that prize money might be offered as part of a “draw” for the Final Questionnaire. If this is agreed, this will be included in the bid.</p>	<p><b>DQ</b> close accounts and submit new bid ASAP</p>
4.	<p><b>Focus Group Reports:</b>  <b>Business and Employment Report</b>            The Blue Green Event allowed us to trial some possible policies for Business and Employment in regards to Tourism. We asked whether people wished to see support given to the sustainable growth of Tourism and Tourism related activities; and all the comments were in favour of this focus. Workshop participants also accorded a high priority to improving accessibility to Blue Green spaces, with many comments on how this might be achieved. It was generally agreed that the flat and potentially accessible Par Beach offers a unique selling point (USP) for the area. Other interesting ideas were to raise the profile of the Saints Way and its various branches in the</p>	

	<p>Parish, so that it becomes as well known as the Coast Path, as this in itself would then be likely to attract more external funding for maintaining the inland footpaths; and it might be worth considering how the National Cycle Route 2 might be developed. More detail on the outcomes is on the Parish website.</p> <p>CW, AWi and JR are following up on the online email out to businesses by hand-delivering a paper version of the Business and Employer Survey throughout the Parish. Businesses can then either complete the survey online, or return the paper copy in the supplied envelope to the Village Shop in Tywardreath or Cornubia Hall in Par or post to Sally Vincent, Parish Clerk.</p> <p>The envelopes are very bright and make it clear that individual responses will be anonymised, so hopefully this and a more personal approach may bring in some more responses. JP will also be advertising it on Facebook and an article in the PL24 September edition will again publicise the opportunity to contribute. AW will email an update reminder to a selection of businesses previously contacted and will also ask those on our general email list to encourage businesses and employers they know to complete the survey. AW has also asked Sally Vincent to put an updated poster on the Parish website and in the Parish notice-boards. AW will input any data off paper copies as necessary and will compile a report from the Excel spreadsheets of results later in the autumn.</p>	<p><b>JP</b> Facebook post ASAP</p> <p><b>AW</b> Reminder action ASAP</p>
5.	<p><b>Health and Wellbeing Report</b></p> <p>The Blue Green Workshop was a major success. Representatives from 23 organisations attended including Parish community groups and the churches as well as colleges, Eden on Prescription, Ocean Housing, the Environment Agency and others, along with some invited individuals. The presentation by Dr Ben Wheeler of the European Centre for the Environment and Human Health, and the follow-up displays and activities, were all very well received and the outcomes are on the Parish website:  <a href="http://www.tywardreathandparparishcouncil.gov.uk/neighbourhoodplandocuments.php">http://www.tywardreathandparparishcouncil.gov.uk/neighbourhoodplandocuments.php</a></p> <p>Two key points emerged. There was consensus that Blue Green principles should underpin the Health and Wellbeing Policy; and the overwhelming response was that the Vision Statement did encapsulate the views of those present for whom protection and enhancement of our Blue Green Spaces go hand in hand with the aspiration that all should be able to access them, be they local residents or visitors from elsewhere in Cornwall or indeed tourists.</p> <p>“In 2030 Tywardreath and Par Parish will be a thriving, welcoming and inclusive community, allowing local people of</p>	

	<p>all ages to enjoy sustainable and active lives while protecting a distinctive landscape and coastline, environment and heritage.”</p> <p>In particular, there were many comments about the need to try and improve accessibility for those with particular needs e.g. wheelchair users, those walking with small children and pushing buggies and for those using mobility scooters.</p> <p>The outcomes and presentation have been sent out to all those who came to the event as well as to others who could not attend, but requested that they be sent the information including Kernow Clinical Commissioning Group (KCCG) and The Open Spaces Society.</p> <p>Recent news about the award of £200,000 to Par Track Ltd., a Community Benefit Society, for activities appropriate for individuals with long-term health conditions and for primary age children at Tywardreath School, is further evidence of the community’s support for Blue Green Health. As previously reported, discussions with Tom Fletcher of the Environment Agency have highlighted the opportunities for Blue Green Health in relation to flood management proposals put forward in the St Austell Resilient and Regeneration (StARR) Project bid; and the news that this bid has been successful is extremely welcome: <a href="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/">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/</a></p> <p>Tom Fletcher has thanked us for our support and asked whether we would like him to come and speak to the SG group and Parish Councillors. It was agreed that AW will contact Tom to arrange a date.</p>	<p>AW to contact Tom Fletcher ASAP</p>
6.	<p><b>Community Engagement Report</b></p> <p>Par Carnival and Tywardreath Village Show provided two opportunities to engage with residents of all ages in July and August. JP reported that it was good to have a presence at Par Carnival and hear the views of those interested in the Neighbourhood Development Plan (NDP). Tywardreath Village Show too proved to be a bustle of activity, lively community spirit and an excellent showcase for all the gardening and creative activities taking place in the village. Tywardreath School advertised both the carnival and the show in the School Newsletter one week, then followed up with a poster from us inviting parents and carers to contribute to the NDP in the last newsletter of the school year. The SG was delighted to be able to offer prize money for the children’s categories in the show and is grateful to Anne Blake for liaising with Tywardreath School about the children’s entries across a range of ages and categories, including art and craft. Highlights included vegetable animals, lots of colourful drawings as well as models</p>	

	<p>and craft work, small gardens and decorated wellie boots! There were a lot of questions about the NDP and plenty of discussion too. All were in favour of the Vision Statement and many comments related to the need to protect the countryside and in particular the view from Par up to Tywardreath Church along Tehidy Rd.</p> <p>Over the last month, a review of our community engagement activity to date has shown that a significant amount of activity has taken place since the re-launch of NDP with a new Steering Group (SG) in October 2016. Some NDP SGs have chosen to consult with the community via only one main Questionnaire. In Tywardreath and Par Parish, the decision was taken to start with an <b>Initial Survey</b> during the summer of <b>2017</b> which enabled the SG to identify the topics which were of most interest and/or concern to the local community. This has been followed by a variety of consultation activities including regular slots in community facilities such as the library and Cornubia Hall - many thanks to John Page for his commitment - as well as stands at community events such as Par Carnival, Tywardreath Village Show and the PL24 Futures St Austell Resilient Regeneration (StARR) event. Representatives of circa 25 local clubs and associations have been contacted individually; and we have offered to speak to them and gather their members' opinions. We have engaged with the GP Surgeries and the Patient Participation Groups (PPGs) as well as educational establishments from pre-school to college level.</p> <p>A Housing Need Survey (HNS) was carried out by Cornwall Council on our behalf in April/May 2018; and Kernow Youth working with Young Advisors, funded by Par Bay Community Trust, carried out a Young Adult (16-24) consultation. Individual jobseekers have been approached by a third party discreetly to gauge their views. An Employer and Business Website has been launched; and an online and paper survey is currently being undertaken of businesses in the Parish. As already reported, the Blue Green Workshop, held in early July 2018, was very successful. The outcomes from the Blue Green Workshop activities were emailed out to those who attended and to others who could not come to the event but who had requested the information, for example, Kernow Clinical Commissioning Group (KCCG), Sensory Trust and local businesses with a particular interest in Tourism and Blue Green spaces. The questions and policies presented to the community in the Final Questionnaire will represent the culmination of a significant amount of preparatory work and the aim is to confirm the community's views in a more focused manner than in the Initial Survey; and gather the necessary evidence for the NDP.</p>	
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	<p>In particular, SG members were very pleased to hear about the highly positive response of the children at Tywardreath Village Show. All agreed it had been an extremely worthwhile event, especially as the NDP is all about the future of the children in the Parish.</p>	
7.	<p><b>Housing and Development Meeting with Ryan Searle (RS) and Zoe Bernard-John, Development Officers 26.07.18.</b>  Notes from the meeting have been agreed with RS and circulated to SG members. DH, co-ordinator for Housing and Development, clarified various points and there was a general discussion about the meeting outcomes. It was noted that the Plan should run to 2030. Also, it has been agreed that no site allocation will take place; development boundaries will be considered; and work will start on the Landscape Character Assessment (LCA).</p> <p><b>Housing Need Survey (HNS) report</b>  Version 4 of the HNS report has been circulated. It was agreed that it would be useful to contact Sam Nicholson (SN) of the Affordable Housing Team (AHT) with a view to exploring some of the elements in more depth. DQ will take this forward and various queries were raised in the meeting. In particular, there was concern that the draft report does not appear to reflect all aspects of the quantitative data and there is no analysis of the qualitative data, such as respondents' comments.</p> <p><b>Implications of ongoing confusion over Parish boundaries</b>  It was noted that many respondents when asked where development might take place in Tywardreath and Par Parish mentioned areas in St Blaise Parish e.g. Par Moor, Par Docks, St Blazey. It seems likely that some of these respondents, maybe all, were unaware of the boundaries between the two parishes.</p> <p>Recently, Ryan Searle (RS) our NPD Development Officer contact, asked Help to Buy SW, which administers the affordable housing sales on the AHT's behalf, for information on sales in Tywardreath and Par Parish 2016 to the present. All the addresses forwarded to us are actually in St Blaise Parish, so clearly Help to Buy SW are not aware of the Parish boundaries. When this was queried with RS, he went back to Help to Buy SW and addresses relating to Upper Polmear were provided. These Affordable Homes were built in 2015.</p> <p><b>Homechoice Data</b>  Our understanding is that the initial delay in obtaining Homechoice data for the HNS report was due to confusion at Homechoice as to whether applicants had correctly identified</p>	<p><b>DH</b>  LCA etc.  on-going</p> <p><b>DQ</b> to contact SN ASAP</p>

	<p>the Parish to which they have a primary local connection. Par appears in the addresses for those who live in areas such as St Blazey and Manor View, but of course these areas are not in Tywardreath and Par Parish. Members felt that there is a real risk that the Homechoice numbers may be less than reliable and that these could inflate the demand. It was agreed that AW would draft a letter to Homechoice in which we would ask for clarification as to the processes undertaken by Homechoice to ensure that the numbers are as valid as possible.</p> <p><b>HNS respondents – can we be certain that they all have a primary local connection to the Parish?</b></p> <p>The short answer is that this is not certain, as there is no way for Cornwall Council to check who filled in the survey nor can they be sure that the respondents have self-identified correctly as having a primary connection to Tywardreath and Par Parish. The Business and Employer Survey has thrown up the same issue, but this survey required a postcode had to be given. This means we are able to take out any surveys which have been completed by businesses which are not based in the parish.</p> <p>Marketing Means is organising the <b>Final Questionnaire</b> for us and they will allocate a security code to each household. We hope this will greatly reduce the risk of local people completing a questionnaire when they do not actually live in Tywardreath and Par Parish.</p>	<p><b>AW</b> draft letter ASAP</p>
<p><b>8.</b></p>	<p><b>Final Questionnaire</b></p> <p>It was agreed that DQ, DH and AW would start drafting Final Questionnaire questions. The draft questions will then be circulated to SG members for comment and additional ideas. We are intending to send them to RS for comment as well. The target date for the Final Questionnaire to go out is currently the beginning of November.</p>	<p><b>DQ DH</b> <b>AW</b> meet 30.08.18.</p>
<p><b>9.</b></p>	<p><b>Date of next meeting/s and draft agenda</b></p> <p><b>Agenda for next meeting</b></p> <p>Members are requested to send any other items for the agenda to AW before Sunday 9<sup>th</sup> September, so that the final agenda can be posted on the Parish website well in advance of the meeting.</p> <p><b>Reports for next meeting</b></p> <p>Members are requested to send Focus Group reports for the meeting to AW by Thurs 13<sup>th</sup> September so that they can be circulated in advance of the meeting.</p>	<p><b>All to note</b></p>

**The next meeting will be held on Monday 17<sup>th</sup> September 2018**

starting at 7.00 pm at Cornubia Hall, 31 Eastcliffe Rd., Par

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, unless otherwise indicated above.