

**Ponsanooth Parish Council**  
**Neighbourhood Development Plan Group**  
**Full Meeting Minutes**  
**Date 24th August 2021 - 10:00 - 11:30 Ponsanooth Hall Cafe**

Ref	Key Action/Decision/Issue	Ownership
1	Attendees:- C. Daly (Chair), S. Breckenfield (vice-chair/minutes), M. Beckett, C. Trewern, D. Udy, D. Willcocks, C. Bevan Apologies:- M Manetta, M. Ferris	For noting
2	Agenda for day:- 1) Prep for fair day	
3	There is a commonality between 3 groups :- NDP, Road traffic, History group. Ideal situation is to get these 3 groups within the same tent/area to share personnel. This position to be presented at fair meeting 24/8/21	CD
4	<b>Design codes require:-</b> Large scale map of parish and 'special areas' Extract of "Well designed Places" as example Survey printed Display boards	DW
5	<b>Landscape Character require:-</b> Display boards Parish map describing landscape chartaters Survey/questionnaire printed	CT
6	<b>Traffic Group require:-</b> Display boards Overall picture of village showing areas of attention Individual sub maps with comment box for collection	DW
7	<b>History group</b> - collection of old footpath network evidence	MB
8	Material needed At least 3 large table - hopefully from Chapel TBC Chairs and small table for survey completion SB Gazebo as main display or survey completion area Survey collection box (es) A4 or A3 printing - provide documents to SB	SB SB
9	Set up Friday evening 19:00 3rd Sept @ Chapel - DU transport	CD/DW/SB/ CT?
10.	Rota as discussed for fair day 11.30 – 12.30 Martin/Darren 12.30 – 13.30 Chris D/Cynthia 13.30 – 14.30 Chris T/Marilyn 14.30 – 16.00 Darren/Simon/Chris D (depending on availability and busy-ness)	All
11.	Next meeting 14th September 2021 10:00 - 12:00 - Ponsanooth Hall cafe	
12.	Agenda topics 1. Result of search by all for mechanisms/policies to control short term let in new and existing properties. 2. Feedback from fair surveys/input	

Minutes to be approved at following meeting and forwarded to Parish Council for information

Signed  .....

Date 14/9/12

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