Ponsanooth Parish Council Neighbourhood Development Plan - Full Meeting Minutes Date 9th January 2024 19:00 - 20:30 Ponsanooth Hall cafe

Ref	Key Action/Decision/Issue	Who
1	Attendees:- C. Daly (Chair), D. Udy, D. Willcock, C. Bevan, M. Beckett, S. Breckenfield (minutes) Apologies:- J, Trower, B. Hontzsch, M.Manetta, M. Ferris, C. Trewern,	For Noting
2	Previous minutes Minutes form 12/12/2023 reviewed and agreed. Minutes to be signed and forwarded to Mary.	SB
3	Declaration of interest (new standing agenda item) No declared interest in the proposed agenda.	All
4	Feedback from intervening meeting events Over all Grant status. SB Total grant available to PNDP = £18,000 (Primary grant £10,000 + supplementary grant £8,000). Following spending of grant #3 @ £4108 in 23/34 financial year ending 31st March 2024 we will have £5645.8 available to spend in order to get the PNDP ready for referendum. With the appointment of SBF phase 2 is earmarked for £4000 (8 days consultancy) in the 24/25 financial year. This can commence once funding is confirmed and we successfully apply for grant 4. This leaves £1645.8 of additional available grant funding for other items. costs in excess of this will have to be covered from the PPC. Forward grant status to Parish Clerk	SB
	 Review of input from SB Foster (SB) Feedback from SBF following trawl of Google drive once access granted. General feedback was positive, with lots of good quality evidence and data. Key points:- Several of the pieces of work require contexting and a summary with conclusions which can lead to the development of relevant policies. Site allocation Settlement boundary work Heritage report LCA The overall structure of the aims, vision and then the evidence needs to be developed so that it is clear. Care must be taken with identifying buildings in the gazetteer that we are not implying projected status. This could be a big block, depending on the examiner that is chosen for our Plan It was agreed that this is not our intention. Normally examiners will want to see proof that the parishioners have been consulted. A consultation process statement will need to accompany the submission. SBF suggested that to avoid a shock reaction at the referendum we should engage with the parish to explain why we are making allocation proposals and the site options we have considered, feedback from this exercise would need to be responded to and 	
	published. 5. Open space survey needs to be on the drive. 6. Housing needs survey needs to be updated and Ponsanoothised.	CD CD

Information Classification: CONTROLLED

	 Communication event Review storyboard document used at Fair Day and is needed modify the message to be 'Why we are doing this' rather than 'What we are doing Focus of the comms event will be:-	CD
	 b. List of notable buildings - for comment Mechanism for collecting feedback required:- a. Use of online survey tool (e.g. survey monkey) Investigate whether Parish has an existing licence and potential use on Parish website with Parish Clerk. b. Post boxes for paper comments, shop, Cosawes, Four Cross 	SB
	 garage? Communication mechanism to raise awareness. 	
	a. Parish website (preferred to stand alone website)	SB
	 b. Use of re-booted Ponsanooth post (door drop) to provide background and prompt feedback. Meeting 16th Jan 	CD / CB?
	Review 2023 insights report and check consistency of data from 2021 census. Compile list of community facilities and review with respect to CLP Policy 4.4	DW
	Check with SBF about:- 1. comment on contacting the CC Local plan team? 2. How did they fix data polygon error in insight 2021 census data?	SB
	Inclusion of a dark skies policy was agreed. Look at Perranarworthal policy for next meeting.	SB
	Talk to BH & JT about their respective workstreams and the comms event end March 2024 deadline.	CD
	Convert SBF feedback and Comms discussion into a task list and circulate for team members to populate for the tasks they will take on.	SB
5	Parish online DW 1st year licence purchase agreed via grant #3 (see above 4)	DW
6	Diversity statement Compare 'terms of reference document' provided to the SB revised Diversity statement and propose modifications to align the 2.	SB
7	Items for next agenda 1. Allocate tasks from SBF to do list 2. Site allocation review AECOM document. 3. Equality & Diversity statement (Equalities act 2010 - 9 categories)	
9	Next meeting - 18th January 2024 19:00 hall cafe Future meetings - 30th January 19:00 hall cafe	All
Minu	tes to be approved at following meeting and forwarded to Parish Council for information	

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