Ponsanooth Parish Council Neighbourhood Development Plan - Full Meeting Minutes Date 16th September 2025 19:00-21:00 Ponsanooth Hall Meeting Room

Ref	Key Action/Decision/Issue	For Action/ Noting
1	Attendees:- C. Daly (Chair), D Willcocks, M Ferris, C. Bevan, M. Beckett, S. Breckenfield (minutes), C. Trewern Apologies:-	
2	Declarations of any conflict of interest	
3	No conflicts of interest were noted or occurred. Previous minutes	All
٦	Minutes of 2nd September were reviewed and agreed	
4	Matters Arising from minutes 1. SBF	
	 a. Unable to attend due to illness b. Requested to confirm future attendance 2. Chestnut Triangle a. Cornwall council has maintenance responsibility for the 'triangle' and the road between it and the 'Stag Hunt' - ownership is still unknown. It was agreed that 	CD
	notice of inclusion in 'Open space of importance' would be made to Cornwall Council.	
5	Noted in discussion:- Red border of plan flowchart needs to be moved to Reg 14.	SB
	Objective 7 references Maritime which is not applicable to our Parish.	SB
6	REG 14 Consultation	
	1. Communications pamphlet review with SBF comments:- SB	SB
	 a. Policy list box colour vs text colour needs to be adjusted to ensure colour blind issues are minimised. 	3D
	 Colour blindness colour combinations as discussed to be sent to SB. 	DW
	b. Flow chart on page 1 needs to be revised and made clearer.	SB
	Media support for Reg 14. a. Develop NDP Reg 14 Facebook page	
	b. Develop NDF Reg 14 racebook page b. Develop page for Ponsanooth post/Cosawes facebook groups.	
	c. A1 size prints required of:-	
	i. Spatial map of Parish	
	ii. Parish drawing map	
	iii. Masterplan of development	
	d. Develop A4 flyer for parish notice boards/shop/Cosawes bus shelter/Hall.	
	3. Drop in sessions a. Agreed for	
	i. Weekend 10:00 - 16:00 Saturday October 25th.	
	ii. Evening 17:00 - 20:00 Tuesday 28th October	All
	iii. Morning 09:30 - 12:30 Friday 31st October	
	b. Find sources for display boards that will accommodate A1 maps etc.	
	c. Suggested layout to mimic the pages in the pamphlet	
	d. At least 2 PC's required to support:- i. Smart survey (simple ¾ questions) collection of responses in the	
	sessions	
	ii. Slide show projected on loop suggestions include:- 1. Pictures of the parish	
	2. The LCA or Heritage document	
	3. Settlement boundaries slide showing (showing team members on boundary walk)	
	e. Health and safety statement and risk analysis required prior to the sessions. i. Existing hall/PPC to be sourced.	
	f. Single copy agreed for consultation room drop in sessions in lever arch file, double sided colour 4 hole punch. Cost for main reports printing 1 x copy of	
	each - £150 for single copy of each printed unbound double sided colour with 4 punch holes.	

		1
7	Draft plan	
	1. Read through sessions to be part of weekly agenda 1hr.	All
	2. Include diversity checklist process (pending ONS baseline clarity above)	
	3. Printed copies to be available	
8	Project list review (not NDP workstreams but targets for spend)	
	 Footpaths x 3 Footpath widening St Michaels road opposite Stag Hunt pub. 	
	3. Rail Halt	
	4. Cemetery Management	
	5. Ponsanooth Playing field improvements inc. Krowji	
	6. Kennall Vale school pedestrian crossing	
	(Note – SBF noted list should be referred to in NDP with explanatory text to confirm that these	
	are projects where CiL and other funding streams could/should be directed to, and also	
	confirm (where relevant) that the list addresses issues referred to in the Plan's policies)	
9	Review of outstanding work elements (SBF document) -	
	Diversity and equality statements ONC property the description of the content of the conte	
	 Using the basis of the ONS report the draft document needs to be cross checked 	
	 against the population profile. Consultation document - what was said and NDP response table. 	
	Business Needs survey	
	Community List	DW
	Housing statement/strategy/Boundary assessment	CD
	Review template folder	ALL
	Steves checklist & admin items	ALL
	Reg 14 Consultation	ALL
	Website docs - CD to chase SBF	CD
10	Project timeline - to be permanent minute item	ALL
	Complete draft plan Mid July	Review
	Complete Plan Cross check end Aug	
	Media pack development end Aug	
	6 weeks pre Reg 14 communication and printing	
	Add to Ponsanooth Post magazine mid Oct	
	Commence reg 14 (email council) Reg 14 consultation (8 weeks - Drop in sessions) End Nov	
	Review feedback from Reg 14 consultation Review feedback from Reg 14 consultation	
	Update Plan in light of feedback Update Plan in light of feedback	
	Submit Plan to CC Dec/Jan 26	
	CC undertake Reg 16 Consultation 1Q 2026	
	Ready for referendum 2Q 2026	
11	Planning applications - none	
12	Agenda items for next meeting:- 09/9/25	
	1. SBF in attendance?	
	2. Draft plan read through.	
	3. Media pack for Reg14 - sign off pamphlet.	
	4. Acknowledgements	
	5. Review OS list (policies etc)	
13	Next meeting - 23rd September	l All

Future meetings - every Tuesday 19:00 hall meeting room until further notice Minutes to be approved at following meeting and forwarded to Parish Council for information

Signed Date 23/9/2025