

# Ponsanooth Parish Council

## Neighbourhood Development Plan - Full Meeting Minutes

Date 6th May 2025 19:00-21:00 Ponsanooth Hall Meeting Room

Ref	Key Action/Decision/Issue	For Action/Noting
1	<b>Attendees:-</b> C. Daly (Chair), S. Breckenfield (minutes), M Ferris, M. Beckett, D Willcocks, C. Bevan, C. Trewern, S. Besford-Foster (Part) <b>Apologies:-</b>	
2	<b>Public session</b> - agenda item has been advertised for 2 weeks. <b>No attendance</b>	
3	<b>Declarations of interest</b> No one declared a conflict of interest in the proposed agenda.	All
4	<b>Previous minutes</b> Minutes from 29/4/25 reviewed, amended and signed.	SB
5	<b>Matters Arising from minutes</b> <b>1. SEA</b> a. work is progressing and the decision is borderline SEA/ No SEA. b. If SEA required there is currently no funding for consultants to complete SEA <b>2. Settlement boundary definition</b> a. Enys gardens/estate - this collection of approx 10 dwellings needs to be explicitly commented on as to why this is or is not a settlement. New slide reviewed in Settlement boundary presentation. b. Decision to alter Burnthouse boundary from Settlement to Development boundary. Draft documents will need to be sense checked vs this change.	
6	<b>Consultation leaflet:- new items in blue</b> 1. Review of draft template (SB) 2. Include:- a. What is NDP b. What have we found - include extracts of ONS data c. What are the conclusions - use vision picture from draft report d. Reflect the new NPPF numbers e. Include list of policy/policy areas f. Look for aerial pictures of parish g. Include linear version of 'Where are we now' 3. PDF version of leaflet to be transferred to DW when SB leaves. 4. Add map of world heritage site - complete - reference this in design code section 5. Add map of masterplan - complete 6. Policy list in pamphlet - <b>needs summary of each policy not just title</b> 7. Add note about paper survey as an option.	SB
7	<b>Version 7 draft plan - SBF</b> 1. Page 34 - Design quality - should this reference our design guide? Identify and let SBF know 2. Duplication of policy - H6 and EM2 to be resolved 3. SBF has access to 'Grammarly' context checker which is proposed to use on finalised draft document 4. Outstanding website evidence base reports a. Community Facilities b. Climate Change	SB SBF DW DW
8	<b>Communication plan 6 weeks prior to reg 14.</b> 1. A5/A4 8 page leaflet to be developed - SBF to send pdf of examples. This will require a house drop to be arranged. 2. Media messaging to be maximised a. Create specific facebook page b. Utilise Ponsanooth post, Parish Council & Cosawes park facebook pages. c. business cards with QR code for survey and website at public spaces d. Consider using local papers to advertise the Reg 14 event and key messages. 3. Develop online simple survey to gather responses 4. Print paper survey with distribution points and collection boxes. i.e. village shop/four cross garage. 5. Arrange drop in sessions manned by team members:-	

	<div>a. Weekend session</div> <div>b. Mid week evening session</div> <div>c. Mid week morning session</div> <div>6. Do not hold an open meeting.</div>	
9	<div><b>Local Green Space</b></div> <div>1. Complete Jan 2025 document with rationale for allocation of 'Local green space'</div> <div>2. Include Cosawes riverbank field</div> <div>3. Present at the next meeting for decision on each of 10 areas - then arrange for a formal approach to land owners or the representatives.</div>	SB
10	<div><b>Project list review (not NDP workstreams but targets for spend)</b></div> <div>1. Footpaths x 3</div> <div>2. Footpath widening St Michaels road opposite Stag Hunt pub.</div> <div>3. Rail Halt</div> <div>4. Cemetery Management</div> <div>5. Ponsanooth Playing field improvements inc. Krowji</div> <div>6. Kennall Vale school pedestrian crossing</div> <div>(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)</div>	
11	<div><b>Review of outstanding work elements (SBF document) -</b></div> <div><div>• <b>SEA – workstream (see above)</b></div><div>• <b>Sustainability analysis</b><div>◦ SBF has a template for a team to work through</div></div><div>• <b>Diversity and equality statements</b><div>◦ Using the basis of the ONS report the draft document needs to be cross checked against the population profile.</div></div><div>• <b>Consultation document - what was said and NPD response table.</b></div></div>	
12	<div><b>Project timeline - to be permanent minute item</b></div> <div><div>Complete draft plan</div><div>Complete Plan Cross check</div><div>Media pack development</div><div>6 weeks pre Reg 14 communication and printing</div><div>Commence reg 14</div><div>Reg 14 consultation (6 weeks)</div><div><div>Mid July</div><div>end Aug</div><div>end Aug</div><div>mid Oct</div><div>Mid Oct</div><div>End Nov</div></div></div>	
13	<div><b>Future meetings</b></div> <div>1. SBF next attendance - TBC by CD</div>	CD
14	<div><b>Agenda items for next meeting:- 13/5/25</b></div> <div>1. Open space - 10 options review and decision.</div> <div>2. Review of Version 7 with new updates</div> <div>3. Consultation leaflet work further</div>	
15	<div><b>Next meeting</b> - 13th May</div> <div><b>Future meetings</b> - every Tuesday 19:00 hall meeting room until further notice</div>	All

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

Signed



Date 13/5/2025