

# Ponsanooth Parish Council

## Neighbourhood Development Plan - Full Meeting Minutes

Date 20th 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), D Willcocks (minutes), M Ferris, M. Beckett,, C. Bevan, C. Trewern <b>Apologies:-</b> S. Breckenfield	
2	<b>Public session</b> - Not on agenda	
3	<b>Declarations of interest</b> No other conflicts of interest were noted or occurred.	All
4	<b>Previous minutes</b> Minutes from 13/05/25 reviewed, amended and signed.	DW
5	<b>Matters Arising from minutes</b> <b>1. SEA</b> a. No update since previous meeting	
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. 8. <b>PDF and Pub files to be located on drive with link shared with DW</b>	SB SB
7	<b>Version 7 draft plan and templates for completion</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. Outstanding website evidence base reports on drive from SBF to be reviewed and amended. These can be found in 'UPLOADS TO DRIVE 07052025' folder. a. Community Facilities (reviewed and to be uploaded to completed) b. Climate Change (reviewed and to be uploaded to completed) c. Sub directory within the above directory for ' <b>Completed Templates</b> '. <b>4. Review of Draft green space document with 10 candidates complete. SB</b> a. 9 of 10 accepted as candidates for declaration as green space. b. Document to be completed - moved to ' <b>Completed Templates</b> ' folder. Inform SBF about the process.	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:- a. Weekend session	

	b. Mid week evening session c. Mid week morning session 6. Do not hold an open meeting.	
9	<b>Project list review (not NDP workstreams but targets for spend)</b> 1. Footpaths x 3 2. 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)	
10	<b>Review of outstanding work elements (SBF document) -</b> <ul style="list-style-type: none"> <li>• <b>SEA – workstream (see above)</b></li> <li>• <b>Sustainability analysis</b> <ul style="list-style-type: none"> <li>◦ SBF has a template for a team to work through</li> </ul> </li> <li>• <b>Diversity and equality statements</b> <ul style="list-style-type: none"> <li>◦ Using the basis of the ONS report the draft document needs to be cross checked against the population profile.</li> </ul> </li> <li>• <b>Consultation document - what was said and NPD response table.</b></li> </ul>	
11	<b>Project timeline - to be permanent minute item</b> <div style="display: flex; justify-content: space-between;"> <div>           Complete draft plan            Complete Plan Cross check            Media pack development            6 weeks pre Reg 14 communication and printing            Commence reg 14            Reg 14 consultation (6 weeks)         </div> <div>           Mid July            end Aug            end Aug            mid Oct            Mid Oct            End Nov         </div> </div>	
12	<b>Future meetings</b> 1. SBF next attendance - TBC by CD	CD
13	<b>Agenda items for next meeting:- 20/5/25</b> 1. Review of Version 7 with new updates 2. Review templates from SBF in Drive and allocate completion teams/individuals. 3. Consultation leaflet work further	
14	<b>Next meeting</b> - 17th June <b>Future meetings</b> - every Tuesday 19:00 hall meeting room until further notice	All

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

Signed



Date 10/6/2025