

Ponsanooth Parish Council

Neighbourhood Development Plan - Full Meeting Minutes

Date 10th June 2025 19:00-21:00 Ponsanooth Hall Meeting Room

| Ref | Key Action/Decision/Issue | For Action/Noting |
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| 1 | Attendees:- C. Daly (Chair), D Willcocks (minutes), M Ferris, M. Beckett,, C. Bevan, C. Trewern Apologies:- S. Breckenfield | |
| 2 | Public session - Not on agenda | |
| 3 | Declarations of interest No other conflicts of interest were noted or occurred. | All |
| 4 | Previous minutes Minutes from 20/05/25 reviewed, amended and signed. | DW |
| 5 | Matters Arising from minutes 1. SEA a. Response received from Cornwall Council. No SEA required hence no further action required under this item. DW to put copy in Minutes folder | DW |
| 6 | Consultation leaflet:- new items in blue 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 - needs summary of each policy not just title 7. Add note about paper survey as an option. 8. PDF and Pub files to be located on drive with link shared with DW | SB SB |
| 7 | Version 7 draft plan and templates for completion 1. Page 34 - Design quality - should this reference our design guide? Identify and let SBF know - Page numbering now unclear - needs further reference. 2. Duplication of policy - H6 and EM2 to be resolved. Agreed to put in H6 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 uploaded to completed) b. Climate Change (reviewed and uploaded to completed) c. Sub directory within the above directory for ' Completed Templates '. 4. Review of Draft green space document with 10 candidates complete. SB a. 9 of 10 accepted as candidates for declaration as green space. b. Document to be completed - moved to ' Completed Templates ' folder. Informed SBF about the process in meeting and SBF will review folder | SB SBF SBF |
| 8 | Communication plan 6 weeks prior to reg 14. 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 | |

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| | <div>4. Print paper survey with distribution points and collection boxes. i.e. village shop/four cross garage.</div> <div>5. Arrange drop in sessions manned by team members:-<div><div>a. Weekend session</div><div>b. Mid week evening session</div><div>c. Mid week morning session</div></div></div> <div>6. Do not hold an open meeting.</div> | |
| 9 | <div>Project list review (not NDP workstreams but targets for spend)</div> <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> <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> | |
| 10 | <div>Review of outstanding work elements (SBF document) -</div> <div><div><div>• Sustainability analysis (wine)</div><div>◦ SBF has a template for a team to work through</div></div><div>• Diversity and equality statements</div><div>◦ Using the basis of the ONS report the draft document needs to be cross checked against the population profile.</div><div>• Consultation document - what was said and NPD response table.</div><div>• Business Needs survey - has it been done. CD to check with SB. Nb do at same time as Reg 14 as suggested by SBF if not done</div><div>• Community List DW</div><div>• Housing statement CD</div><div>• Local Green space on folder for SBF</div><div>• Review template folder</div></div> | CD |
| 11 | <div>Project timeline - to be permanent minute item</div> <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><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> | |
| 12 | <div>Comments from Cornwall Council</div> <div>The draft plan was issued to CC for comment. Comments were received (issued with the agenda)</div> <div><div>General response received from CC = "The plan is looking really good; it has a good evidence base and the objectives are clearly set out. Each policy is clearly justified and the policy text is generally clear and well written. Comments are relatively minor."</div><div>Which was very positive, with thanks to Steve for all the work he has put in?</div><div>The group reviewed CC comments and notes are below (actions for Steve)</div><div><div>1. EM1; c) - leave as is - i) agree</div><div>2. EM2; agree in housing section</div><div>3. D1; Parking leave as is as allows flexibility also makes reference to guidelines already</div><div>4. NEL4; We were told opposite but happy to go with comment</div><div>5. NEL5; OK</div><div>6. CC1; Keep in (to reinforce clause c)</div><div>7. CC2; Take out clause a); refer to safety aspect and NPPF 161-164, new proposed wording agreed; Farm scale leave as is</div><div>8. CC5; adjustment agreed</div><div>9. IA4; In housing agreed</div><div>10. Transport; FAS1; add EV clause</div><div>11. CIL - list of projects noted as helpful (no further action)</div></div></div> | SBF |

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| 13 | Settlement Boundary See note in minutes folder from Steve ref this subject. Following discussion agreed following <ol style="list-style-type: none"> 1. Infill is OK as it is within the Settlement Boundary 2. Rounding off is pre determining what rounding off is and hence where future development will go hence this would be a Development Boundary. A Development Boundary implies that the settlement is sustainable and hence open to future development- whereas the settlement boundary does not imply this (in fact the opposite). So even though the rounding off would be very useful for future planning, it would not help the control of development to appropriate areas. 3. Decision - it would be useful to keep the work done for reference for the Council in future decisions 4. Decision - remove rounding off from Treluswell and Burnhouse and agree that this is a settlement Boundary/Area 5. Chris to update plan | Group Group CD |
| 14 | Future meetings <ol style="list-style-type: none"> 1. SBF next attendance - 24th June | CD |
| 15 | Agenda items for next meeting:- 17/6/25 <ol style="list-style-type: none"> 1. Fair Day - what are we doing and what do we need 2. Review templates from SBF in Drive and allocate completion teams/individuals. 3. Consultation leaflet work further | |
| 16 | Next meeting - 17th June Future meetings - 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 17/6/2025