## Ponsanooth Parish Council Neighbourhood Development Plan - Full Meeting Minutes Date 1st and 8th July 2025 19:00-21:00 Ponsanooth Hall Meeting Room

	,	
Ref	Key Action/Decision/Issue	For Action/ Noting
1	Attendees:- C. Daly (Chair), D Willcocks (minutes), M Ferris, M. Beckett, C. Bevan, C.	
	Trewern	
	Apologies:-S. Breckenfield	
3	Public session - Not on agenda	
3	Declarations of interest  No other conflicts of interest were noted or occurred.	All
4	Previous minutes	All
'	Minutes of 1st and 8th July to be reviewed at next meeting	DW
	, and the second	
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 put copy in Minutes folder of	
	10 6 2025	
	b. Full response received by email. Copy is in minutes of 24/6/25 . Heritage	
	statement not required at this stage and report done already is plenty of	
	detail. Group agreed no further action required.	CD.
	c. Consultants statement. SEA Historic England statement is very good make sure Examiner Sees it	CD
	d. Also statement, of Chris T's work. Make sure the examiner sees it.	CD
	, , ,	
	2. Local Greenspace Report - SBF updated and presented. All agreed with updates	
	presented by SBF. SBF to implement	SBF
6	Consultation leaflet:-	
"	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	CB
	<ul><li>6. Policy list in pamphlet - needs summary of each policy not just title</li><li>7. Add note about paper survey as an option.</li></ul>	SB
	8. PDF and Pub files to be located on drive with link shared with DW	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 - SB addressed.	
	2. Duplication of policy - H6 and EM2 to be resolved. Agreed to put in H6 Done	
	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	
	Done	

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	<ol> <li>Version 8 draft plan reviewed</li> <li>Highway report; CD to make note that examiner can see</li> <li>SBF went through all of V8 update and group were in agreement with all updates provided by Steve. SBF to create V9 and this will be final version</li> </ol>	CD
	3. Group to do proof reading	SBF ALL
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  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.	
	Contact Chris Marshall ref Posnanooth Post; our leaflet to be issued at same time	CD
	<ol> <li>Footpaths x 3</li> <li>Footpath widening St Michaels road opposite Stag Hunt pub.</li> <li>Rail Halt</li> <li>Cemetery Management</li> <li>Ponsanooth Playing field improvements inc. Krowji</li> <li>Kennall Vale school pedestrian crossing</li> <li>(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)</li> </ol>	
10	Review of outstanding work elements (SBF document) -  • Sustainability appraisal (wine)  • SBF has a template for a team to work through  • Diversity and equality statements  • Using the basis of the ONS report the draft document needs to be cross checked against the population profile.	DW
	<ul> <li>Consultation document - what was said and NDP response table.</li> </ul>	CD
	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	CD
	Community List DW	DW
	Housing statement/strategy/Boundary assessment	CD
	Local Green space on folder for SBF	SBF
	Review template folder	ALL
	Steves checklist & admin items	ALL
	Reg 14 Consultation	ALL
	Website docs - CD to chase SBF	CD

	. Wind Turbing so with SPE recommendation	LCD
	Wind Turbine - go with SBF recommendation	CD
11	Project timeline - to be permanent minute item  Complete draft plan Mid July Complete Plan Cross check end Aug Media pack development end Aug 6 weeks pre Reg 14 communication and printing Add to posnsanooth Post magazine mid Oct Commence reg 14 (email council) Mid Oct Reg 14 consultation (8 weeks - Drop in sessions) End Nov Review feedback from Reg 14 consultation Dec Update Plan in light of feedback Dec Submit Plan to CC CC undertake Reg 16 Consultation 1Q 2026 Ready for referendum 2Q 2026  Comments from Cornwall Council	ALL Review
12	The draft plan was issued to CC for comment. Comments were received (issued with the agenda)  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."  Which was very positive, with thanks to Steve for all the work he has put in?  The group reviewed CC comments and notes (minutes 10/6/25) -(Steve Updated in V8)	
13	See note in minutes folder (10/6/25) from Steve ref this subject. Following discussion agreed following  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	Government Position on NDP and effects Position  • No official Government statement as yet • Locality Statement only to date = No funding for locality. It likely means no more funding and no funding for referendum  Clarity Required • Actual Government position • Will CC fund Referendum and Reg 16 consultation (if Gov Will not)  Worst case Cost • Steve £2,250 (reduced rate) • Reg 14 - Material (should be covered by current PP funds) • Reg 16 and Referendum Approx £4k (TBC) • Total worst case approx £6k (TBC)  Option • NDP - lot of work put in (7 years+). Is statutory and must be taken into consideration. But could require around £6k	CD CD CD

	<ul> <li>Policy Statement - No real weight just informs local plan. Minimal cost.</li> <li>Group strongly recommend NDP Option</li> </ul>	
	See Strong of Testimona 1121 Species	
15	Fair Day	
	Fair day went very well. There were 7 written responses to the plan. The summary is in the minutes folder.	
	Note Rail halt - 1 negative and 6 positive statements.	
16	Business Survey	
	CD shared the survey; reviewed and update agreed.	
	Will be shared on FB, email and PPC. Catch as many companies as possible	CD DW
17	Leaflet	
	Leaflet to be reviewed at next meeting; DW to send copy to CD and bring along copy to next meeting	DW
18	Planning applications	
	Pelean Cross  Not is sustainable location; poor access for walking and cycling; does have access to bus stop but difficult to access bus stop on other side of road; need car to get to Posnanooth; likely destroy valuable hedge for access; (Pellyn meadows on previously developed land hence cannot use this as reason for development); Not a settlement in NDP; open countryside; sporadic development; Road Safety group evidence of issues with Pellyn Meadows - safety of access to site (speed of traffic); no footway link to Ponsanooth	
	Wood Hill	
	Caravan there for 10 years with evidence and certificate of occupation; hence has legal basis for development; design is appropriate and modest Note; this is why enforcement should be used even if you have sympathy with the user, so that established use threshold is not reached.	
19	Future meetings 1. TBC	
20	Agenda items for next meeting:- 15/7/25  1. Gov Position Update and CC 2. Review Leaflet 3. Business survey update 4. Sustainable Appraisal 5. Housing Strategy 6. Community List 7. Project list 8. Acknowledgements 9. Review OS list (policies etc)	
21	Next meeting - 15th July  Future meetings - every Tuesday 19:00 hall meeting room until further notice	All
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**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 15/7/2025