

Ponsanooth Parish Council

Neighbourhood Development Plan - Full Meeting Minutes

Date 5th August 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, M. Beckett, C. Trewern, S. Breckenfield (minutes) Apologies:- C. Bevan	
2	Public session - Not on agenda	
3	Declarations of any conflict of interest No conflicts of interest were noted or occurred.	All
4	Previous minutes Minutes of 1st and 8th July were reviewed and agreed	
5	Matters Arising from minutes 1. Funding in light of no governmental grant funding. a. Provide DW with expected future spend costs from the tracker in preparation for the PPC meeting on the 11th August. 2. Request written confirmation that referendum costs will be funded by CC. If no funding is available what will the expected costs be?	SB CD
6	Consultation leaflet:- SB 1. Review of draft template (SB) 2. Policy list in pamphlet - needs summary of each policy not just title 3. Add note about paper survey as an option. Contact Chris Marshall (Ponsanooth Post) and understand what would be required to include an 8 page A4 consultation leaflet as part of the print run of PP in October. We may have to carry the incremental print costs which should be cheaper than a stand alone print.	SB CD
7	Version 8 draft plan 1. Cormac Highway report; CD to make note that examiner can see 2. Group to do proof reading 3. Add PIP application checklist to appendix 4. Check if Version 9 (final) is available	All SB SB
8	Business Survey Single response to first attempt at business survey Extension to end August agreed - contact mary to set up. Parish email list to be sent to DW for direct mail link to survey. Direct mail link to be sent out.	CD SB CD
9	Green space template The completed template with agreed inclusions has been signed off and should be uploaded onto the website once landowners have been informed via Mary.	CD
10	Sustainability template DW The completed report was reviewed by DW. Signed off with minor amends. Final report to be placed on drive and uploaded to the website.	DW
11	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.	

12	Project list review (not NDP workstreams but targets for spend) 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)																									
13	Review of outstanding work elements (SBF document) - <ul style="list-style-type: none">• Diversity and equality statements<ul style="list-style-type: none">◦ 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 - has it been done. CD to check with SB. Nb do at same time as Reg 14 as suggested by SBF if not done• Community List DW• Housing statement/strategy/Boundary assessment• Review template folder• Steves checklist & admin items• Reg 14 Consultation• Website docs - CD to chase SBF	DW CD ALL ALL ALL CD																								
14	Project timeline - to be permanent minute item <table><tr><td>Complete draft plan</td><td>Mid July</td></tr><tr><td>Complete Plan Cross check</td><td>end Aug</td></tr><tr><td>Media pack development</td><td>end Aug</td></tr><tr><td>6 weeks pre Reg 14 communication and printing</td><td></td></tr><tr><td>Add to Ponsanooth Post magazine</td><td>mid Oct</td></tr><tr><td>Commence reg 14 (email council)</td><td>Mid Oct</td></tr><tr><td>Reg 14 consultation (8 weeks - Drop in sessions)</td><td>End Nov</td></tr><tr><td>Review feedback from Reg 14 consultation</td><td>Dec</td></tr><tr><td>Update Plan in light of feedback</td><td>Dec</td></tr><tr><td>Submit Plan to CC</td><td>Dec/Jan 26</td></tr><tr><td>CC undertake Reg 16 Consultation</td><td>1Q 2026</td></tr><tr><td>Ready for referendum</td><td>2Q 2026</td></tr></table>	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 Ponsanooth 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	Dec/Jan 26	CC undertake Reg 16 Consultation	1Q 2026	Ready for referendum	2Q 2026	ALL Review
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15	Planning applications PA25/04121 land at Pelean cross (PIP) - refused..... No link to settlement or access to services. - This is constant with NDP plan PA25/04519 Caravan replacement at Woodhill TR105AE,,,,, granted with conditions PA24/07348 Four Cross railway bank -..... Refused and appealed. Not associated with any defined service supported settlement. PA25/04119 Land Adj To Penlu Four Cross Penryn TR10 9AN ... Reserved matters application following outline PP. PA25/00241Land North East Of Briar Patch Lower Treluswell - Refused. Not associated with defined settlement, development into open countryside.																									
16	Agenda items for next meeting:- 12/8/25 1. Review Leaflet 2. Business survey update 3. Housing Strategy 4. Community List 5. Project list 6. Acknowledgements 7. Review OS list (policies etc)																									
17	Next meeting - 12th August 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 12/8/2025