

# Ponsanooth Parish Council

## Neighbourhood Development Plan - Full Meeting Minutes

Date 12th August 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, M Ferris, M. Beckett, C. Bevan, S. Breckenfield (minutes), C. Marshall (part) <b>Apologies:-</b> C. Trewern	
2	<b>Public session</b> - Not on agenda for this meeting and as we are close to the Reg 14 consultation, no further sessions will be on the agenda	
3	<b>Declarations of any conflict of interest</b> No conflicts of interest were noted or occurred.	All
4	<b>Previous minutes</b> Minutes of 5th August were reviewed and agreed	
5	<b>Matters Arising from minutes</b> 1. <b>Ponsanooth parish council response to funding request.</b> a. DW informed the meeting that PPC had agreed funding up to £2670 to cover SBF closeout costs and Reg 14 consultation media support costs. b. CD provided support evidence from CC that CC will continue to cover the cost of examination and referendum for NDP's. 2. For information - the current parish Clerk (Mary) has handed in her notice and will leave the post on the last working day of October. A recruitment process for a replacement has begun. Mechanisms will be in place to allow statutory and financial matters to be addressed in the event that a replacement is not in place by that time.	DW
6	<b>REG 14 Consultation leaflet:- SB</b> 1. Review of updated draft template saved with modifications a. Add ERCISS environment report as a workstream b. Include a section on comms through the process and the opportunities that have been available for comment. c. Include 'What happens next', look at St Stephen document d. Include drop in sessions in the pamphlet. 2. Policy list in pamphlet - now includes policy intent lifted from version 8 draft plan. a. Colour code each section b. Reduce explanation text size and check for clarity for reading.  <b>Chris Marshall (Ponsanooth Post) attended to discuss PP.</b> 1. Inclusion in the body of PP at 8 sides A4 was OK. 2. PP build starting in September 3. Revisions can be made up until the end of September. 4. PDF highest quality is the preferred file medium. 5. Send a trial pdf to ensure page fit and fonts etc OK. 6. Volunteers will be required to help with posting.	SB SB  SB SB
7	<b>Latest version of the plan is 'Pre Consultation draft NDP'</b> 1. All updates in this document from now on. 2. Changes from version 8 are included in this final version 3. All old versions to be archived to avoid update errors. 4. Group to do proof reading	SB All
8	<b>Business Survey DW</b> A business survey link and completion request has been emailed to all email addresses for businesses that we know.	
9	<b>Green space template</b> The letter content to inform landowners that land was identified in the NDP is to be drafted and checked via SBF then sent out before the report is uploaded.	CD
10	Community list to be circulated and reviewed at the next meeting.	DW

11	<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. <b>Utilise Ponsanooth post</b> , 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	<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)																									
13	<b>Review of outstanding work elements (SBF document) -</b> <ul style="list-style-type: none"><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 NDP response table.</b></li><li>• <b>Business Needs survey</b> - has it been done. CD to check with SB. Nb do at same time as Reg 14 as suggested by SBF if not done</li><li>• <b>Community List DW</b></li><li>• <b>Housing statement/strategy/Boundary assessment</b></li><li>• <b>Review template folder</b></li><li>• <b>Steves checklist &amp; admin items</b></li><li>• <b>Reg 14 Consultation</b></li><li>• <b>Website docs - CD to chase SBF</b></li></ul>	DW CD ALL ALL ALL CD																								
14	<b>Project timeline - to be permanent minute item</b> <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	<b>Planning applications - none</b>																									
16	<b>Agenda items for next meeting:- 12/8/25</b> 1. Review Leaflet 2. Business survey update 3. Community List 4. Acknowledgements 5. Review OS list (policies etc)																									
17	<b>Next meeting</b> - 19th August <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

A handwritten signature in black ink, appearing to be "W. Hale", written over a horizontal line.

Date 12/8/2025