

# Ponsanooth Parish Council

## Neighbourhood Development Plan - Full Meeting Minutes

Date 26th 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, C. Bevan, C. Trewern, M. Beckett, S. Breckenfield (minutes), <b>Apologies:-</b>	
2	<b>Declarations of any conflict of interest</b> No conflicts of interest were noted or occurred.	All
3	<b>Previous minutes</b> Minutes of 19th August were reviewed and agreed	
4	<b>Matters Arising from minutes</b> 1. <b>SBF</b> a. Unable to attend 2nd due to prior commitment to another NDP group. b. Requested attendance on 9th - not confirmed.	SB SB
5	<b>REG 14 Consultation</b> 1. <b>leaflet:- SB</b> a. Review of updated draft template saved with modifications. Version as is to be sent to SBF b. Number to be printed for letter drop to all 690 households. c. Check with CM (Ponsanooth Post) on the number of PP printing and circulation area. d. Can we request additional print numbers to meet our needs. 2. <b>Media support for Reg 14.</b> a. Develop NDP Reg 14 Facebook page b. Develop page for Ponsanooth post/Cosawes facebook groups. c. Develop A4 flyer for parish notice boards/shop/Cosawes bus shelter/Hall. 3. <b>Drop in sessions</b> a. Cost for main reports printing 1 x copy of each	SB  CD CD CD SB SB SB
6	<b>Draft plan</b> 1. Read through sessions to be part of weekly agenda 1hr. 2. Include diversity checklist process (pending ONS baseline clarity above) 3. Printed copies to be available	All
7	<b>Business Survey DW</b> Still open until 29th August, awaiting responses.	
8	<b>Green space template</b> <i>All but 1 letter has been sent.</i>	
9	<b>Community Facilities Report DW</b> DW updated SBF template was reviewed and updated at the meeting. Final version to be prepared for upload to drive and forwarding to SBF	DW/SB
10	<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.	

11	<p><b>Project list review (not NDP workstreams but targets for spend)</b></p> <p>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</p> <p>(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)</p>																									
12	<p><b>Review of outstanding work elements (SBF document) -</b></p> <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																								
13	<p><b>Project timeline - to be permanent minute item</b></p> <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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14	<p><b><u>Planning applications - none</u></b></p>																									
15	<p><b>Agenda items for next meeting:- 02/9/25</b></p> <p>1. Business survey update 2. Media pack for Reg14 3. Acknowledgements 4. Review OS list (policies etc)</p>																									
16	<p><b>Next meeting</b> - 2nd September <b>Future meetings</b> - every Tuesday 19:00 hall meeting room until further notice</p>	All																								

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

Signed



Date 2/9/2025