

Poundstock Neighbourhood Plan Steering Group Minutes for 2021

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MINUTES

Meeting: Steering Group Poundstock Neighbourhood Development Plan

Date: Wednesday 17 February 2021


Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
Matthew Blows (MB)	Millook (SG)
Fiona Hodges (FH)	Helscott (SG)
Lyn Smith (LS)	Millook (SG)
Barry Rogers (BR)	Millook (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Nicky Vereker (NV)	Widemouth Bay (SG)
Brenda Alison (BA)	
Phyllis Ward (PW)	
Robbie Pearce (RP)	
Nicky Chopak (NC)	Ward member - Cornwall County Council
<u>Apologies received for absence from:</u> Fiona Jeffery Widemouth Bay (SG)	

Abbreviations:
Poundstock Neighbourhood Development Plan (NDP)
Steering Group (SG)

Item	Key/Action Points	Ref:
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Apologies from Fiona Jeffery Widemouth Bay (SG).	

Chairman's Signature



Dated.....21/3/21.....

2	<p>AGENDA ITEM 1: SELECT A CHAIR.</p> <p>Matthew Blows (SG) elected as NDP SG Chairman. Proposed by Sara Beckett. Seconded by Barry Rogers. All Agreed.</p> <p>Cllr Alison Rowland had submitted her resignation, as Chairman of the NDP SG, to Poundstock Parish Council on the 24 November 2020 at the Parish Council meeting.</p>	SB/BR
3	<p>AGENDA ITEM 2: REVIEW OF PROGRESS.</p> <p>'Catch up' Zoom Informal meetings (x2) hosted by AR on 15 October and 12 November 2020. (Notes available for both meetings)</p> <p>No formal meeting called since 27 February 2020.</p> <p>MB advised there was nothing to report on progress since the 'catch up' meeting 12 November 2020.</p>	
4	<p>AGENDA ITEM 3: APPROVAL OF PREVIOUS MINUTES.</p> <p>DRAFT MINUTES OF THE PREVIOUS MEETING – 27 February 2020: The DRAFT MINUTES of the previous meeting held on 27 February 2020 were agreed with one addition in section 4.</p> <p>Proposed by Sara Beckett. Seconded Lyn Smith. All Agreed.</p>	SB/LS
5	<p>AGENDA ITEM 4: NEW MEMBERS.</p> <p>MB proposed Brenda Alison as an NDP SG member. Seconded by SB. All agreed.</p> <p>BR proposed Phyllis Ward as an NDP SG member. Seconded by MB. All agreed.</p>	<p>MB/SB</p> <p>BR/MB</p>
6	<p>AGENDA ITEM 5: TERMS OF REFERENCE.</p> <p>The Committee's Terms of Reference which were approved by the Parish Council on 28 January 2020, were reviewed.</p> <p>The amendments to section 7 and 9c, which were adopted in January 2020, were discussed.</p> <p>MB asked SG members to consider any other amendments for discussion at the next meeting.</p>	<p>Action: NDP SG members</p>

Chairman's Signature 

Dated.....21/3/21.....

7	<p>AGENDA ITEM 6: LETTER TO PPC REQUESTING DETAILS OF LOCALITY FUNDING AND ACCOUNTS RELATING TO THE NDP.</p> <p>A formal letter prepared by BA, requesting information from the Parish Council, on the status of the locality grant funding for the years 2018/19, 2019/20 and 2020/21 considered.</p> <p>RP commented that the tone was too aggressive and confrontational for an initial letter.</p> <p>LS reported no financial information forthcoming, despite several requests at previous NDP SG meetings.</p> <p>NC advised a request for grant funding information had recently been made to the parish council. The Chairman of the parish council had replied to NC, however no financial information had been forthcoming.</p> <p>MB agreed a request for financial information should be made. Rather than a separate letter, the request could be an additional note to the letter prepared by LS, for agenda item 7.</p> <p>SB separately to continue to follow up her requests to obtain financial information from the Parish Council relating to the NDP accounts and locality grant funding.</p> <p>Letter to parish council, prepared by BA to be put to one side for the moment. Proposed by MB. Seconded by SB. All agreed.</p>	<p>Action: MB</p> <p>Action: SB</p> <p>MB/SB</p>
8	<p>AGENDA ITEM 7: LETTER TO PPC REQUESTING BUDGET APPROVAL FOR SURVEYMONKEY, ENCRYPTED USBs, HOUSING NEEDS SURVEY AND ELECTORAL ROLL.</p> <p>RP asked why Survey Monkey had been chosen and suggested it should be software that could be shared with the Parish Council. Could a cloud-based system of data storage be used instead of encrypted USBs?</p> <p>LS responded that Survey Monkey seemed to be the best available software for current purposes. She noted that the basic package requested only allows for x3 users and this capacity would be taken up by the data analysis group.</p> <p>SB responded that Survey Monkey had been chosen to suit the people who would use it. USBs were the preference of the SG group members assigned to carry out the data analysis. A larger data storage facility may not be needed or be appropriate.</p>	

Chairman's Signature 

Dated..... 21/3/21

	<p>SB: The Housing Needs Survey, costing £884.84, had previously been approved at the NDP SG meeting, 27 February 2020.</p> <p>Councillors will need to see the request for funding, before the parish council meeting on 23 February 2021.</p> <p>Letter prepared by LS to be amended to add a request for financial information and go to the clerk tonight.</p> <p>Proposed NV. Seconded LS. All agreed.</p>	Action MB
9	<p>AGENDA ITEM 8: SELECT A VICE CHAIR</p> <p>SB proposed BA as Vice Chair. Seconded by LS. All agreed.</p>	SB/LS
10	<p>AGENDA ITEM 9: DECISION RE: MINUTE TAKING</p> <p>MB proposed BA take the minutes. Seconded by PW. All agreed.</p> <p>There was discussion on the advantages and disadvantages of recording meetings. To be considered again at the next meeting.</p>	MB/PW
11	<p>AGENDA ITEM 10: SET DATE FOR NEXT MEETING</p> <p>Wednesday 17 March 2021 at 7.30pm (Zoom)</p>	
12	<p>AGENDA ITEM 11: ITEMS FOR NEXT AGENDA</p> <p>Recording meetings Road map Settlement Boundaries</p> <p>Meeting closed at 8.20pm</p>	
<p>STEERING GROUP CONTACT EMAIL:</p> <p>ndp@poundstock-pc.gov.uk</p>		

Chairman's Signature 

Dated.....21/3/2.....
1

MINUTES

Meeting: Steering Group Poundstock Neighbourhood Development Plan

Date: Wednesday 17 March 2021

Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
Matthew Blows (MB)	Millook (SG)
Fiona Hodges (FH)	Helscott (SG)
Lyn Smith (LS)	Millook (SG)
Fiona Jeffery (FJ)	Widemouth Bay (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Nicky Vereker (NV)	Widemouth Bay (SG)
Brenda Alison (BA)	Trekennard (SG)
Gemma Watton	
Apologies received for absence from: Phyllis Ward Robbie Pearce	

Abbreviations:
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Steering Group (SG)
Local Landscape Character Assessment (LLCA)

Item	Key/Action Points	Action by
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Apologies from Phyllis Ward Widemouth Bay (SG).	

Chairman's Signature.....

Dated...23 April 2021.....

2	<p>AGENDA ITEM 1: Recording meetings</p> <p>BA agreed to minute virtual meetings without a recording to refer to. SB added it may be wise to record meetings at some point. All agreed.</p>	
3	<p>AGENDA ITEM 2: Road Map</p> <p>SB gave a summary of the Road Map she had prepared for the Steering Group. SB went through the stages required for completion of the Poundstock NDP. Although x2 public consultations had been carried out, we are not very far ahead. We have missed out 1 year of engaging with the public due to Covid-19 restrictions.</p> <p>Road Map Stages included: Ongoing consultation with Cornwall County Council. Consult, engage and listen to the public. Decide on visions and objectives, who we are and what we are. Build on the Evidence Base. Continual logging of evidence. Draft document needs to be approved by the Parish Council. Consultation Responses. Final document approved by the Parish Council. Regulation 16. Document goes to Cornwall County Council with appendices and consultation statements, to check if conditions have been met and for compliance. Six weeks consultation. Amendments made at this stage are minimal. Conclusion is that we are a long way off the final stages. MB suggested using the data we have to draft objectives. BA advised that data analysis will provide the objectives. LS and SB asked the group to focus on a mission statement. MB: Objectives via the data. Prepare a Mission Statement. Document changes</p>	<p>LS/RP/BA All SG</p> <p>SB/LS</p>



Chairman's Signature.....


Dated 23 April 2021.....

4	<p>AGENDA ITEM 3: Settlement boundaries</p> <p>Guidance documents reviewed and discussed:</p> <p>a)Neighbourhood Planning Guidance on Development Boundaries for Neighbourhood Plans.</p> <p>b)Local Landscape Character Assessment Support Services (V11-Nov2018)</p> <p>LLCA Stage 2 Edge of Settlement Assessment</p> <p>Section 2.1 Stage 2- Overview assessment</p> <p>Section 2.2 Stage 2 – Detailed Assessment Using Land Parcels</p> <p>BA: Settlement boundaries and Development boundaries were similar terms. Relevant to Widemouth Bay, Bangors and Tresskinnick Cross.</p> <p>BA: Stage 1 – Local Character Landscape Assessment Training Workshop carried out by Cornwall Council landscape architect and attended by NDP SG and volunteers in April 2019 in the Gildhouse Poundstock</p> <p>SB: A useful exercise for Widemouth Bay.</p> <p>Recommended Locality Grant submission for funding to carry out LLCA Stage 2 Edge of Settlement Assessment. If the funding was not used for this exercise it would be returned.</p> <p>FH/FJ: Queried how training would be carried out during Covid-19 restrictions. Virtual training could be an option.</p> <p>FH: Noted the landscape architect was not certain about carrying out Stage 2 assessments in Poundstock.</p> <p>MB: Summarised points discussed.</p> <p>Useful exercise for the NDP to carry out Settlement/Development boundaries. Potentially important. Would add to the Evidence base. Worth going ahead with Funding application and Training.</p> <p>All agreed</p>	NDP SG
5	<p>AGENDA ITEM 4: Data collection/processing</p> <p>SURVEY MONKEY</p> <p>MB: Funding for Survey Monkey approved by parish council 23 February 2021. Price being offered to RP had increased.</p> <p>BA: Office 365 suggested by RP as an alternative to Survey Monkey. Office 365 is not an analytical software tool.</p> <p>LS: Survey Monkey was not difficult to learn. Subscription of £25.00 per month had been offered but this offer had now expired.</p> <p>LS to chat to RP about costs /benefits of Survey Monkey.</p>	LS/RP

Chairman's Signature.....

Dated...23 April 2021.....

	<p>Cornwall Council recommended Survey Monkey for NDPs. Ask Sarah Furley, NDP officer if they can provide this software. BA to contact Sarah Furley.</p> <p>LANDSCAPE AND ENVIRONMENT DATA 2019 MB: Data from FJ (Landscape and Environment) received. Excel spreadsheet and Pie charts. Publisher software used.</p> <p>BA: Local Landscape Character Assessment Stage1 (LLCA) forms completed by volunteers and SG members need to be scanned. Hard copies with FJ who was unable to scan documents. BA offered to scan documents and liaise with FJ.</p> <p>LS: Sarah Furley has reviewed and commented on the Amenities and Development public consultation report (February 2020). For consistency the Landscape and Environment Report should also be sent to Sarah Furley to review and that is should done before she leaves at the end of March 2021.</p> <p>PUMPKIN FESTIVAL DATA 2019 MB: The NDP SG do not presently hold the data collected at the Pumpkin Festival 2019. Data with Alison Rowland</p>	<p>BA</p> <p>BA/FJ</p> <p>BA</p> <p>MB</p>
6	<p>AGENDA ITEM 5: Funding</p> <p>LOCALITY GRANT FUNDING 2018/19, 2019/20 AND 2020/21 MB: Spoke to parish clerk. Requested historical information on the Locality Grant Application.</p>	

Chairman's Signature.....


Dated... 23 April 2021

7	<p>AGENDA ITEM 7: Housing Needs Survey</p> <p>SB: Re-submit a request for a Housing Needs Survey to parish council</p> <p>BA: suggested MB circulate a report to parish councillors, explaining the difference between a Housing Needs Survey and housing target figures produced by Cornwall Council.</p>	<p>MB</p> <p>MB</p>
8	<p>AGENDA ITEM 6: Electoral roll</p> <p>BA: Parish council did not approve Electoral roll request. Suggested there were legal and technical reasons preventing the NDP obtaining a copy email from John Simmons at Electoral Services advised the NDP SG can purchase a copy of the Electoral Roll (with names removed) for £21.50. Request to be put to the parish council.</p>	<p>MB</p>
9	<p>AGENDA ITEM 8: Communication</p> <p>Parish Council Website and email.</p> <p>MB: Contact clerk to ask about access to website, advertising meetings and editing/updating content on website.</p> <p>Steering Group to look at NDP section on website and make comments.</p> <p>SB: Who can have access? Only the clerk at present.</p> <p>NDP SG access to website could be used to evidence communication between the Steering Group and the Parish Council.</p> <p>SB: sent an email to ndp@poundstock-pc-gov.uk.. Response received from parish council Chairman.</p> <p>MB: Could we enquire if a page on the website can be ringfenced for use by the NDP. BA could contact clerk/website provider TECC to enquire.</p> <p>Website</p> <p>SB: NDP need access to a website.</p> <p>MB/LS: good to have our own website.</p> <p>Option to have an NDP website discussed but not considered further.</p> <p>Poundstock Packet</p> <p>LS: to provide details of members and group email address to Liz Jones editor of</p>	<p>MB</p> <p>NDP SG</p> <p>BA</p> <p>LS</p>

Chairman's Signature.....


Dated.....23 April 2021.....

	<p>the Packet. FJ did not want personal details published.</p> <p>Facebook</p> <p>FJ: There is control over who puts information on, who replies and it can have restrictions. Instagram could be considered as the younger generation use this, decided to leave the option of Instagram for now.</p> <p>GW: Passionate about the community and happy to be involved. Presently manages another community Facebook page' In our parish'.</p> <p>Offered help with monitoring and administering an NDP Facebook page, suggested setting up a closed group, who can vet/moderate posts before it is posted, use one or more administrators. The group page contents will be private and not visible unless you are a member. The page name can be found if searched for and people can request to join. Request postcode and limit to parish residents only.</p> <p>GW provided the NDP with her email address.</p> <p>SB: Parish Council have their own Facebook page. Perhaps NDP SG could have a page with separate access?</p> <p>Postal Address</p> <p>A postal address needed to increase communication with different demographic groups.</p> <p>NV offered to deal with postal enquiries and offered the use of her address.</p> <p>Telephone</p> <p>Via the clerks telephone number.</p>	
10	<p>AGENDA ITEM 9: PARISH PLAN</p> <p>SB met with Rupert. Obtained discs with Parish Plan. Very informative meeting.</p>	
11	<p>AGENDA ITEM 10: MEMBERSHIP CHANGE</p> <p>Resignation by Roger Barker in February 2021</p> <p>New council representative Cllr Robbie Pearce appointed in February 2021.</p>	
12	<p>AGENDA ITEM 11: BANGORS METHODIST HALL</p> <p>BA: Planning application PA21/00256 had been withdrawn.</p> <p>The Registration for Bangors Hall as a Community Asset is proceeding. Application form submitted at the end of February 2021. Process takes up to 8 weeks. Zoe Bernard-John dealing with the registration has asked the clerk to obtain evidence of use of the hall, from the community groups listed on the form.</p> <p>Community Asset Registration process is unrelated to the planning application</p>	

Chairman's Signature.....

Dated..... 23 April 2021.....

	PA21/00256.	
13	AGENDA ITEM 12: PREVIOUS MINUTES Minutes approved subject to a date change requested by SB. All agreed.	
14	AGENDA ITEM 13: SET DATE FOR NEXT MEETING Wednesday 21 APRIL 2021 at 7.30pm (Zoom)	
12	AGENDA ITEM 11: ITEMS FOR NEXT AGENDA Email chairman. Meeting closed at 9.31pm	
<p style="text-align: center;">STEERING GROUP CONTACT EMAIL:</p> <p style="text-align: center;">ndp@poundstock-pc.gov.uk</p>		

Chairman's Signature.....

Dated... 23 April 2021

MINUTES

Meeting: Steering Group Poundstock Neighbourhood Development Plan

Date: Wednesday 21 April 2021

Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
Matthew Blows (MB)	Millook (SG)
Fiona Hodges (FH)	Helscott (SG)
Lyn Smith (LS)	Millook (SG)
Robbie Pearce (RP)	Trekennard/Bangors (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Nicky Vereker (NV)	Widemouth Bay (SG)
Brenda Alison (BA)	Trekennard (SG)
Phyllis Ward (PW)	Widemouth Bay (SG)
Gemma Watton (GW)	
Maria Stopher (MS)	
Maria Sturt	
Roger Hopper	
Apologies received for absence from: Fiona Jeffery (SG) Barry Rogers (SG)	

Abbreviations:

Poundstock Neighbourhood Development Plan (NDP)

Steering Group (SG)


Local Landscape Character Assessment (LLCA)

Item	Key/Action Points	Action by
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Apologies from Fiona Jeffery and Barry Rogers	

Chairman's Signature.....


Dated 7 June 2021.....

2	<p>MINUTES OF PREVIOUS MEETING</p> <p>Minutes from the previous meeting 17 March 2021 approved subject to x2 spelling corrections in section 11 and section 12.</p> <p>Proposed BA. Seconded SB.</p> <p>All agreed.</p>	
3	<p>ELECTION OF TREASURER</p> <p>MB asked for proposals for the position of Treasurer.</p> <p>MB proposed Sara Beckett as Treasurer for the NDP SG</p> <p>Seconded BA</p> <p>All agreed</p>	
4	<p>PLAN FOR THE NEXT 12 MONTHS / KEY OBJECTIVES</p> <p>SB presented document Objectives and Planning policy.</p> <p>Document previously circulated to SG members with a picture of a banner with objectives used by another NDP group.</p> <p>SB spoke, drawing from her experience as part of a group working on another Neighbourhood Plan.</p> <p>Poundstock NDP SG advised to decide on key objectives before developing policies.</p> <p>Colour coding of objectives was suggested.</p> <p>MB: The banner produced by the group SB was involved in was particularly useful in advertising the NDP and their objectives. Poundstock public consultations would provide the objectives. Further consideration needed to draw up a list of objectives.</p> <p>Further public consultations should be held as soon as possible at different times of the year in order to reach a variety of demographic groups in the parish.</p> <p>LS gave a definition for Amenities; 'makes life more pleasant.'</p> <p>Considered changing the title to something that had more meaning to the general public. Suggested 'Facilities'</p> <p>FH agreed with this suggestion.</p>	SG

Chairman's Signature.....


Dated..... 7 June 2021.....

5	<p>GRANT FUNDING</p> <p>SB circulated a summary of Locality Grant terms and funding for the previous 2 years.</p> <p>Original £1000 claimed and spent. Leaving £8000.</p> <p>Awarded £3760.00 only spent £500 therefore £3260.00 was returned.</p> <p>We can therefore apply for £7500 for the period ending 31 March 2022.</p> <p>SB we only apply for what we need.</p> <p>BUDGET 2021/2022</p> <p>MB prepared a detailed list of items for the 2021-2022 budget.</p> <p>Draft Summary given below:</p> <p>1. Survey Money to be financed by the parish council. £432 (36x12)</p> <p>Suggestions for Locality Grant Funding budget 2021/2022;</p> <p>2. Housing Needs survey £800 approx.</p> <p>3 A. LLCA Stage 1 Reviewing the draft 'landscape type' descriptions £200 plus VAT</p> <p>3 B. LLCA Stage 1 Presenting the draft assessment to the community and assessing the wider community value of the landscape. . £680 plus VAT.</p> <p>4A. LLCA Stage 2 Edge of Settlement Assessment Introductory Training Workshop £200 plus VAT</p> <p>4B. LLCA Stage 2 Edge of Settlement Assessment Reviewing the draft assessment £200 plus VAT</p> <p>5.Room Hire Monthly meetings (7 x £30) £210</p> <p>Consultation Events (3x£150) £450</p> <p>6. Printing costs for consultation £500</p> <p>7.Advertising consultations x3 £500</p> <p>8.Parish Online £75 plus VAT</p> <p>9.Banners £500 Large sail type and pop-up banners Vinyl banners extra cost £25 Extra large banner.</p> <p>10.Refreshments at consultations x3 (40x£5) £600</p> <p>Items on this list 1-10 to be included in the Locality budget application 2021/2022 and x3 consultations to be used in calculations instead of x2.</p> <p>Subject to the addition of a subscription of Cloud Space for data storage and use as a data SharePoint. £10-£20 per month.</p> <p>All agreed.</p> <p>It is important to note that the Parish Council can reclaim VAT if the provider is VAT registered.</p>	SB
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Chairman's Signature.....


Dated..... 7 June 2021.....

	Subscription to Zoom. MB will continue to use personal Zoom membership until February 2022.	
6	<p>WORKING GROUPS</p> <p>Presently we have x3 working groups: Landscape and Environment, Development and Industry, Amenities</p> <p>MB: Questioned if we need to keep this sub-group structure or work differently.</p> <p>FH/LS: Suggested a different approach. Objectives would define the groups.</p> <p>SB: 'Community Facilities' to include the parish hall. For a parish hall to work effectively, parish involvement is needed at an early stage. The NDP SG should work with the Parish Council in relation to a parish hall. Advised approaching the council in May 2021 to work together regarding the purchase of Bangor's Hall.</p>	
7	<p>DATA COLLECTION /PROCESSING</p> <p>No progress on data input to date as the analytical software Survey Monkey has not been purchased.</p> <p><u>Survey Monkey</u></p> <p>RP: Purchase of Survey Monkey has been delayed. £25.00 per month approved previously by parish council. New rate £32.00 pm (Annual Subscription £300/£384 minimum subscription)</p> <p>RP advised by parish clerk to seek approval for the increases subscription in Survey Monkey subscription required by the NDP SG. RP to put a request to the parish council at 27 April 2021 for the additional amount of the Survey Monkey subscription.</p> <p>LS: Survey Monkey manual available and any number of people can use the software under one personal subscription. X2 people can input data (? at the same time)</p> <p><u>USBs</u></p> <p>MB: x2 encrypted USBs with adapters offered for use by NDP SG.</p> <p>LS: Confirmed encrypted USBs needed.</p> <p>BA: Parish clerk has advised that USBs x4 approved by the parish council, can be collected and placed on the parish council account, from Martins in Bude.</p>	RP

Chairman's Signature.....


Dated.....7 June 2021.....

8	<p>IMOGEN DAY'S COMMENTS (REF. EMAILS TO GROUP ON 15 APRIL FROM BRENDA ALISON)</p> <p>BA: Useful comments made by NDP officer Imogen Day on emerging policies contained in the report by the NDP consultant dated February 2020. Highlighted certain shortcomings in the report presentation.</p> <p>LS: Justified doubts about the report.</p> <p>MB: Use the report in a positive light.</p>	
9	<p>COMMUNICATIONS: WEBSITE/OTHER</p> <p><u>Facebook</u></p> <p>SB volunteered to review the content presently on the parish council NDP website.</p> <p>MB: Discussed a Facebook page for the NDP with GW. To liaise with FJ and GW regarding the Facebook page.</p> <p>SB: Group response needed for Facebook enquiries.</p> <p>GW: An automated message could be set up to advise that messages will be responded to on a monthly basis.</p> <p>SB: Enquired if GW would like to take this on as well placed to oversee this as an incoming Parish Councillor.</p> <p><u>NDP email</u></p> <p>Who is responding to the ndp@poundstock-pc.gov.uk address?</p> <p>Access restricted to the clerk and the chairman.</p> <p>LS: new email has been set up of for the NDP SG. poundstock.n.d.plan@gmail.com</p> <p>Emails need a group response.</p>	<p>SB</p> <p>MB</p>
10	<p>PARISH PLAN</p> <p>SB: Include Parish Plan details in the NDP report ideally collated in data format</p>	
11	<p>BANGORS METHODIST CHURCH HALL</p> <p>SB: Community Asset Registration request should have be completed by 21 April 2021</p> <p>Clerk has been asked for further information by Cornwall Council (CC) on Bangor's hall usage.</p> <p>Application should take up to 8 weeks and the clock stops when further information is requested from the applicant.</p> <p>SB to seek clarification as to when the information was requested by CC has been</p>	RP

Chairman's Signature.....

Dated... 7 June 2021

	<p>informed the clock has stopped which is of great concern.</p> <p>BA: Clerk has been asked to provide information on groups who will be using the hall in the future.</p> <p>MB asked RP if details on progress can be obtained from the council.</p> <p>MS from Hi-5 spoke to Tim Stokes. They (Bude Methodist Circuit) are selling Bangor's Hall and looking for somewhere else for HI-5.</p> <p>MB offered to email chairman of parish council.</p>	MB
12	<p>DATE FOR NEXT MEETING</p> <p>Wednesday 19 May 2021 at 7.30pm</p>	
13	<p>NEXT MEETING IN PERSON OR ZOOM.</p> <p>Virtual meeting on Zoom for the next meeting.</p> <p>All agreed</p>	
14	<p>ITEMS FOR NEXT AGENDA</p> <p>Email chairman.</p>	
	<p>Meeting closed at 9.15pm</p>	
<p>STEERING GROUP MEMBERS</p> <p>Matthew Blows - Chairman</p> <p>Brenda Alison – Vice Chairman</p> <p>Lyn Smith – Secretary</p> <p>Sara Beckett – Treasurer</p> <p>Fiona Jeffery</p> <p>Fiona Hodges</p> <p>Nicky Vereker</p> <p>Phyllis Ward</p> <p>Barry Rogers</p>		

Chairman's Signature.....

Dated..... 7 June 2021.....

CLlr Robbie Pearce

STEERING GROUP CONTACT EMAIL:
poundstock.n.d.plan@gmail.com

Chairman's Signature.....

Dated.....

MINUTES

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Date: Wednesday 19 May 2021

Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
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Fiona Hodges (FH)	Helscott (SG)
Lyn Smith (LS)	Millook (SG)
Cllr Robbie Pearce (RP)	Trekennard/Bangors (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Nicky Vereker (NV)	Widemouth Bay (SG)
Brenda Alison (BA)	Trekennard (SG)
Phyllis Ward (PW)	Widemouth Bay (SG)
Barry Rogers (BR)	Millook (SG)
Apologies received for absence from: Fiona Jeffery (SG)	

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Item	Key/Action Points	Action by
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Apologies received from Fiona Jeffery.	

Chairman's Signature.....

Dated.....

2	MINUTES OF PREVIOUS MEETING Minutes from the previous meeting 21 April 2021 approved. Proposed MB. Seconded RP. All agreed.	
3	ACTION POINTS FROM PREVIOUS MEETING Reviewed 'Action Points' by section of the minutes from 21 April 2021 for tasks that remain outstanding: sections 4, 5,7,9 and 11.	
4	KEY OBJECTIVES SB: presented a 1 page document with Key Objectives listed. SB: Key Objective should have been determined at an early stage of the NDP for use as a working document. We are now having to catch up. Key Objectives will emerge from further consultations. LS: Ali Rowe: Consultant's report could be used as an initial analysis for Objectives. Vague quantitative terms used e.g. 'most', 'a majority'. Needs more definition and statements need to be evidenced. NV: Objectives quite vague but a starting point. NV/LS: Consultant made references to the Parish Plan 2007. This historical document has relevance to the NDP. Publish Objectives in the Packet after SB's article. All agreed.	
5	GRANT FUNDING APPLICATION SB: Grant funding application prepared. Expression of Interest to be completed. Date for commencement of funding 15 June 2021. Should this be delayed? SB: to telephone parish clerk to liaise with her on the submission of the funding application. MB: Thanked SB for the work in preparing the grant funding application. Drone added to the grant application. Google Earth is out of date.	SB
6	DATA COLLECTION /PROCESSING RP: Subscription for Survey Monkey has been purchased. Parish council will cover the cost for six months until grant funding is available. RP and BA to meet to form a template for the Amenities/ Development completed questionnaires. Data entry of the completed questionnaires can then commence. LS: offered assistance and has the manual for Survey Monkey.	RP/BA LS

Chairman's Signature.....

Dated.....

10	DATE FOR NEXT MEETING(S) Wednesday 23 June 2021 at 7.30pm; and Wednesday 21 July 2021 at 7.30pm.	
11	NEXT MEETING IN PERSON OR ZOOM. Virtual meeting on Zoom for the next meeting. All agreed.	
12	ITEMS FOR NEXT AGENDA Email chairman with suggestions for agenda items.	
	Meeting closed at 8.35pm	
<div style="text-align: center;"> STEERING GROUP MEMBERS Matthew Blows - Chairman Brenda Alison – Vice Chairman Lyn Smith – Secretary Sara Beckett – Treasurer Fiona Jeffery Fiona Hodges Nicky Vereker Phyllis Ward Barry Rogers Cllr Robbie Pearce STEERING GROUP CONTACT EMAIL: poundstock.n.d.plan@gmail.com </div>		

Chairman's Signature.....

Dated.....

MINUTES

Meeting: Steering Group Poundstock Neighbourhood Development Plan

Date: Wednesday 23 June 2021

Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
Matthew Blows (MB)	Millook (SG)
Fiona Hodges (FH)	Helscott (SG)
Cllr Robbie Pearce (RP)	Trekennard/Bangors (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Brenda Alison (BA)	Trekennard (SG)
Phyllis Ward (PW)	Widemouth Bay (SG)
Apologies received for absence from: Fiona Jeffery (SG) Lyn Smith (LS) Nicky Vereker (NV)	

Abbreviations:

Poundstock Neighbourhood Development Plan (NDP)

Steering Group (SG)

Local Landscape Character Assessment (LLCA)


Item	Key/Action Points	Action by
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Apologies received from Fiona Jeffery, Lyn Smith and Nicky Vereker.	
2	MINUTES OF PREVIOUS MEETING Minutes from the previous meeting 19 May 2021 approved. Proposed MB. Seconded SB. All agreed.	



3	ACTION POINTS FROM PREVIOUS MEETING Housing Needs Survey followed up by SB LLCA: BA made contact with Cornwall Council, Local Landscape Architect.	
4	KEY OBJECTIVES: COMMUNITY ENGAGEMENT How do we communicate Key Objectives – Historical and forward looking. Different media can be used: Flyers, Parish Council Website, Events, Facebook and the Packet. Cover letter to accompany the Key Objectives. MB/SB to compose cover letter. SB: Links to previous consultations should be made. MB: Historical links should be made. RP: Great opportunity to track changes. SB: suggested this was an opportunity to collect email address of those parishioners consenting to receive NDP email updates.	MB/SB
5	GRANT FUNDING APPLICATION £5584 Locality Grant funding approved for LLCA, Parish on line, Housing Needs Survey and Events/Refreshments. Funding for the use of a Drone was not approved	
6	DATA COLLECTION /PROCESSING RP/BA: Amenities questionnaire prepared for Survey Monkey using the original Amenities (15.10.2019) as a template. Survey Monkey package only allows one person to input data at a time. Several individuals can have access. Contact RP for Survey Monkey access on your computer. BA/MB to input Amenities data on to Survey Monkey. BA to upload scanned electronic copies of Amenities questionnaires (15.10.2019) to Dropbox. MB: suggested 2 nd set of questionnaires for a follow up survey/draw conclusions from original survey. FH to try to obtain LLCA data from FJ. MB: to consider a Dropbox upgrade.	BA/MB BA FH MB
7	WEBSITE The new Parish Council website due this month. BA to follow up NDP SG access to NDP page on the new website.	BA

8	COMMUNICATIONS All agreed the last article in the Packet was very good and the NDP logo was excellent. Next deadline for the Packet is 20 th July 2021.	
9	ASSISTING THE PARISH COUNCIL - COMMUNITY HALL WORKING GROUP (CHWG) Liaise with CHWG if surveys required.	
10	NEXT MEETING IN PERSON OR ZOOM. Virtual meeting on Zoom for the next meeting. All agreed	
11	ITEMS FOR NEXT AGENDA Email chairman with suggestions for agenda items.	
12	DATE FOR NEXT MEETING Wednesday 21 July 2021at 7.30pm. Meeting closed at 8.39pm	
<p style="text-align: center;">STEERING GROUP MEMBERS Matthew Blows - Chairman Brenda Alison – Vice Chairman Lyn Smith – Secretary Sara Beckett – Treasurer Fiona Jeffery Fiona Hodges Nicky Vereker Phyllis Ward Barry Rogers Cllr Robbie Pearce</p> <p style="text-align: center;">STEERING GROUP CONTACT EMAIL: poundstock.n.d.plan@gmail.com</p>		



Chairman's Signature.....

Dated.....21/7/21.....

MINUTES

Meeting: Steering Group Poundstock Neighbourhood Development Plan

Date: Wednesday 21 July 2021

Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
Matthew Blows (MB)	Millook (SG)
Brenda Alison (BA)	Trekennard (SG)
Cllr Robbie Pearce (RP)	Trekennard/Bangors (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Phyllis Ward (PW)	Widemouth Bay (SG)
Nicky Vereker (NV)	Widemouth Bay (SG)
Robert Gavin (RG)	Treskinnick Cross
Stephen Blake (SBL)	Widemouth Bay

Apologies received for absence from:
Fiona Jeffery (SG)
Lyn Smith (SG)
Fiona Hodges (SG)

Abbreviations:

Housing Needs Survey (HNS)

Local Landscape Character Assessment (LLCA)

National Planning and Policy Framework (NPPF)

Poundstock Neighbourhood Development Plan (NDP)

Steering Group (SG)

Item	Key/Action Points	Action by
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Apologies received from Fiona Jeffery, Lyn Smith and Nicky Vereker.	
2	MINUTES OF PREVIOUS MEETING Minutes from the previous meeting 23 June 2021 approved. Proposed SBL. All agreed.	

3	<p>NEW COMMITTEE MEMBER</p> <p>Stephen Blake new NDP SG member to fill a vacancy as a council representative on the SG.</p> <p>Robert Gavin new NDP SG member to fill a vacancy as a member of the public.</p> <p>Proposed MB. Seconded BA. All agreed</p>	
4	<p>ACTION POINTS FROM PREVIOUS MEETING</p> <p>Key Objectives – Cover letter to be prepared</p> <p>Data processing – Amenities questionnaires 36-79 to be scanned.</p> <p>Website -NDP SG access to parish council website NDP page is being arranged.</p> <p>Facebook – arrangements ongoing.</p> <p>Housing Needs Survey (HNS) – for September 2021. Subject to Parish Council approval of increased cost of HNS and reallocation of £150.00 from Locality fund application.</p> <p>LLCA: Stage 1 and Settlement Edge training to be arranged. MB in contact with Kathryn Statham, Landscape Architect, Cornwall Council.</p> <p>Suggested dates: Monday 2 August 2021 /Evening or Thursday 5 August 2021 / Evening.</p>	
5	<p>KEY OBJECTIVES: COMMUNITY ENGAGEMENT</p> <p>SB suggested ‘Protecting Services and Infrastructure’ as a Key Objective heading. Emphasise to the public that this is to aid the Parish council when considering planning applications.</p> <p>A supplementary planning document to the Local Plan.</p> <p>Ask respondents ‘does this reflect your views?’</p> <p>Tick boxes suggested. Ask ‘do you agree with this statement’</p> <p>Map showing different hamlets in the parish so people can identify where they live, rather than collecting postcodes.</p> <p>RG: A decent questionnaire is needed.</p> <p>BA: Collect postcode as part of survey response.</p> <p>Post a hard copy of survey. Online option to complete survey. Use the Poundstock Packet.</p> <p>SBL: Postcodes could identify individuals.</p> <p>MB: Objectives to be condensed to one page. Derived from previous surveys. Language used should be simple. Understanding is key.</p> <p>This is a plan to reflect the views of parishioners.</p> <p>‘Drop in’ session in the parish hall to discuss responses with parishioners.</p> <p>SBL: Post Office targeted mailing service. Investigate costs.</p> <p>SB: Poundstock Packet’s group of dedicated volunteers could deliver the leaflets.</p> <p>MB: A donation could be made to the Packet for the delivery.</p> <p>Contact the Packet to enquire about delivering leaflets for the NDP SG.</p> <p>MB: Capture answers digitally on Survey Monkey. Options to respond online, post hard copy or ‘drop in’ session to chat to SG members.</p>	<p>NDP SG</p> <p>PW</p>

	<p>September 2021.</p> <p>Key Objectives document to be circulated to NDP SG members</p> <p>NDP SG to comment over the next few weeks.</p> <p>Final version to be approved by email.</p>	<p>MB</p> <p>All NDP SG</p>
6	<p>DATA COLLECTION/PROCESSING</p> <p>BA: Amenities questionnaires 05.10.2019 responses 1-79 are being entered into Survey Monkey.</p> <p>Development questionnaire 05.10.2019, to be prepared on Survey Monkey.</p> <p>Local Landscape Character Assessment forms (2020) with FJ.</p> <p>Completed LLCA forms presently with FJ, need to be collated to Survey Monkey and scanned to maintain an electronic copy for storage on Dropbox.</p> <p>BA to arrange collection of LLCA forms from FJ.</p> <p>BA to scan completed LLCA forms.</p>	<p>BA/RP</p> <p>BA/FJ</p> <p>BA</p>
7	<p>DROPBOX</p> <p>Documents are being placed on Dropbox by NDP SG members.</p>	
8	<p>WEBSITE</p> <p>Poundstock Parish Council Website.</p> <p>Agenda Item for Parish Council meeting 27 July 2021: Request appointment of NDP Steering Group member to administrate NDP page.</p>	BA
9	<p>COMMUNICATIONS</p> <p>See section 5</p>	
10	<p>PARISH ON-LINE</p> <p>Free trial taken out by Parish Council has come to an end.</p> <p>The bank details of the parish council have been requested to continue access to parish online.</p> <p>The NDP has budgeted for Parish on-line but access may not be needed immediately.</p> <p>MB to discuss with parish clerk.</p>	MB
11	<p>ASSISTING THE PARISH COUNCIL - COMMUNITY HALL WORKING GROUP (CHWG)</p> <p>All NDP SG invited to attend CHWG meetings and minutes will be circulated to all NDP SG.</p> <p>X1 representative member of the NDP SG can vote at CHWG meetings.</p> <p>MB will vote if present at CHWG meetings.</p>	



12	NEXT MEETING IN PERSON OR ZOOM. Virtual meeting on Zoom for the next meeting. All agreed	
13	ITEMS FOR NEXT AGENDA Status of Locality Grant Funding – Obtain confirmation of Receipt of funds by the Parish Council.	
14	DATE FOR NEXT MEETING Wednesday 1 September 2021 at 7.30pm. (subject to council meeting 31 August 2021) Wednesday 22 September 2021 at 7.30pm. Meeting closed at 8.30pm.	
<p style="text-align: center;">STEERING GROUP MEMBERS Matthew Blows - Chairman Brenda Alison – Vice Chairman Lyn Smith – Secretary Sara Beckett – Treasurer Robert Gavin Fiona Hodges Fiona Jeffery Barry Rogers Nicky Vereker Phyllis Ward Cllr Stephen Blake Cllr Robbie Pearce</p> <p style="text-align: center;">STEERING GROUP CONTACT EMAIL: poundstock.n.d.plan@gmail.com</p>		



MINUTES

Meeting: Steering Group Poundstock Neighbourhood Development Plan

Date: 25 October 2021

Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
Matthew Blows (MB)	Millook (SG)
Cllr Robbie Pearce (RP)	Trekennard/Bangors (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Phyllis Ward (PW)	Widemouth Bay (SG)
Nicky Vereker (NV)	Widemouth Bay (SG)
Robert Gavin (RG)	Treskinnick Cross
Stephen Blake (SBL)	Widemouth Bay
Apologies received for absence from: Brenda Alison Fiona Jeffery (SG) Lyn Smith (SG) Fiona Hodges (SG)	

Item	Key/Action Points	Action by
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Apologies received from Fiona Jeffery, Lyn Smith, Fiona Hodges and Brenda Alison.	
2	MINUTES OF PREVIOUS MEETING Minutes from the meeting of 21 July 2021 approved. All agreed.	

3		
4	<p>ACTION POINTS FROM PREVIOUS MEETING</p> <p>Key Objectives – Cover letter to be prepared</p> <p>Data processing – Amenities questionnaires 36-79 to be scanned.</p> <p>Website -NDP SG access to parish council website NDP page is being arranged.</p> <p>Facebook – arrangements ongoing.</p> <p>Housing Needs Survey (HNS) – for September 2021. Subject to Parish Council approval of increased cost of HNS and reallocation of £150.00 from Locality fund application.</p> <p>LLCA: Stage 1 and Settlement Edge training to be arranged. MB in contact with Kathryn Statham, Landscape Architect, Cornwall Council.</p> <p>Suggested dates: Monday 2 August 2021 /Evening or Thursday 5 August 2021 / Evening.</p>	
5	<p>KEY OBJECTIVES: COMMUNITY ENGAGEMENT</p> <p>SB suggested ‘Protecting Services and Infrastructure’ as a Key Objective heading. Emphasise to the public that this is to aid the Parish council when considering planning applications.</p> <p>A supplementary planning document to the Local Plan.</p> <p>Ask respondents ‘does this reflect your views?’</p> <p>Tick boxes suggested. Ask ‘do you agree with this statement’</p> <p>Map showing different hamlets in the parish so people can identify where they live, rather than collecting postcodes.</p> <p>RG: A decent questionnaire is needed.</p> <p>BA: Collect postcode as part of survey response.</p> <p>Post a hard copy of survey. Online option to complete survey. Use the Poundstock Packet.</p> <p>SBL: Postcodes could identify individuals.</p> <p>MB: Objectives to be condensed to one page. Derived from previous surveys. Language used should be simple. Understanding is key.</p> <p>This is a plan to reflect the views of parishioners.</p> <p>‘Drop in’ session in the parish hall to discuss responses with parishioners.</p> <p>SBL: Post Office targeted mailing service. Investigate costs.</p> <p>SB: Poundstock Packet’s group of dedicated volunteers could deliver the leaflets.</p> <p>MB: A donation could be made to the Packet for the delivery.</p> <p>Contact the Packet to enquire about delivering leaflets for the NDP SG.</p> <p>MB: Capture answers digitally on Survey Monkey. Options to respond online, post hard copy or ‘drop in’ session to chat to SG members.</p>	<p>NDP SG</p> <p>PW</p>

	<p>September 2021.</p> <p>Key Objectives document to be circulated to NDP SG members</p> <p>NDP SG to comment over the next few weeks.</p> <p>Final version to be approved by email.</p>	<p>MB</p> <p>All NDP SG</p>
6	<p>DATA COLLECTION/PROCESSING</p> <p>BA: Amenities questionnaires 05.10.2019 responses 1-79 are being entered into Survey Monkey.</p> <p>Development questionnaire 05.10.2019, to be prepared on Survey Monkey.</p> <p>Local Landscape Character Assessment forms (2020) with FJ.</p> <p>Completed LLCA forms presently with FJ, need to be collated to Survey Monkey and scanned to maintain an electronic copy for storage on Dropbox.</p> <p>BA to arrange collection of LLCA forms from FJ.</p> <p>BA to scan completed LLCA forms.</p>	<p>BA/RP</p> <p>BA/FJ</p> <p>BA</p>
7	<p>DROPBOX</p> <p>Documents are being placed on Dropbox by NDP SG members.</p>	
8	<p>WEBSITE</p> <p>Poundstock Parish Council Website.</p> <p>Agenda Item for Parish Council meeting 27 July 2021: Request appointment of NDP Steering Group member to administrate NDP page.</p>	BA
9	<p>COMMUNICATIONS</p> <p>See section 5</p>	
10	<p>PARISH ON-LINE</p> <p>Free trial taken out by Parish Council has come to an end.</p> <p>The bank details of the parish council have been requested to continue access to parish online.</p> <p>The NDP has budgeted for Parish on-line but access may not be needed immediately.</p> <p>MB to discuss with parish clerk.</p>	MB
11	<p>ASSISTING THE PARISH COUNCIL - COMMUNITY HALL WORKING GROUP (CHWG)</p> <p>All NDP SG invited to attend CHWG meetings and minutes will be circulated to all NDP SG.</p> <p>X1 representative member of the NDP SG can vote at CHWG meetings.</p> <p>MB will vote if present at CHWG meetings.</p>	

12	NEXT MEETING IN PERSON OR ZOOM. Virtual meeting on Zoom for the next meeting. All agreed	
13	ITEMS FOR NEXT AGENDA Status of Locality Grant Funding – Obtain confirmation of Receipt of funds by the Parish Council.	
14	DATE FOR NEXT MEETING Wednesday 1 September 2021 at 7.30pm. (subject to council meeting 31 August 2021) Wednesday 22 September 2021 at 7.30pm. Meeting closed at 8.30pm.	
<p style="text-align: center;">STEERING GROUP MEMBERS Matthew Blows - Chairman Brenda Alison – Vice Chairman Lyn Smith – Secretary Sara Beckett – Treasurer Robert Gavin Fiona Hodges Fiona Jeffery Barry Rogers Nicky Vereker Phyllis Ward Cllr Stephen Blake Cllr Robbie Pearce</p> <p style="text-align: center;">STEERING GROUP CONTACT EMAIL: poundstock.n.d.plan@gmail.com</p>		



MINUTES

Meeting: Steering Group Poundstock Neighbourhood Development Plan

Date: Wednesday 17 November 2021

Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
Matthew Blows (MB)	Millook (SG)
Brenda Alison (BA)	Trekennard (SG)
Lyn Smith (LS)	Millook (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Robbie Pearce	Trekennard/ Bangors (SG)
Nicky Vereker (NV)	Widemouth Bay (SG)
Stephen Blake	Widemouth Bay (SG)
Phyllis Ward (PW)	Widemouth Bay (SG)
Robert Gavin (RG)	Treskinnick (SG)
Apologies received for absence from: Fiona Jeffery Fiona Hodges	

Abbreviations:

NDP: Poundstock Neighbourhood Development Plan

SG: Steering Group

LLCA: Local Landscape Character Assessment

ERCCIS: Environmental Record Centre for Cornwall and the Isles of Scilly

Item	Key/Action Points	Action by
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Resignations from Fiona Jeffery and Fiona Hodges received by Chairman were announced. MB thanked them for their valued contribution to the Neighbourhood Plan and for all the Landscape and Environment information and reports provided recently.	

Chairman's Signature.....




Dated..... 14/12/21.....

2	MINUTES OF PREVIOUS MEETING The draft report of the Meeting held 13 October 2021 was approved. All agreed.	
3	HOUSING NEEDS SURVEY (HNS) MB: liaising with Julia Lansdowne at Cornwall County Council. HNS has now commenced and is available on line. Hard copies available on request. Closing date is 19 December 2021. Aim for 14% response rate from a household number of approximately 550 households in the parish. MB: prepared flyers to promote the HNS. RG / RP: provided with flyers. Other members encouraged to distribute flyers and encourage participation of the HNS by friends and neighbours. HNS report form Cornwall Council will be completed by end of January/ early February 2022. HNS report will be presented to Parish Council.	SG
4	COMMUNICATIONS – ADVERTISING IN THE PACKET <u>Communication with parishioners</u> SB: prepared an article for the next issue of the Packet to keep the parish informed on the work the NDP SG. Wording amendment agreed. Submission deadline 20 November 2021. <u>Communication with parish council</u> SB: keen to keep monthly reports to the Parish Council in the same format. MB unable to attend next parish council meeting 30 November 2021. <u>Promoting the HNS</u> LS: Requested hard copies of the HNS and will distribute to neighbours. SBL: Talked to neighbours: positive response. PW: Flyers placed in Beach House and Noticeboards. RP: Article on the Poundstock Parish Facebook page RG: Suggested Cornish Coasts, Wainhouse PO, Bangors Organic and Telephone kiosk.	SB
5	PARISH COUNCIL WEBSITE NDP SG have access to the NDP page of the Parish Council website. SB: Homepage updated. Unable to change heading colours. MB: Website training would be beneficial. Enquiries to be made.	MB/RG

Chairman's Signature.....


Dated.....14/12/21.....

6	<p>LOCAL LANDSCAPE CHARACTER ASSESSMENT (LLCA)</p> <p>MB: Received all the Landscape and Environment reports and data from Fiona Jefferey and Fiona Hodges. Encouraged all SG members to review the report as it provides a great description and record of the parish.</p> <p>BA: Environmental Record Centre for Cornwall and the Isles of Scilly (ERCCIS) has a lot of relevant data, specific to the parish of Poundstock. ERCCIS report commissioned by the NDP through Cornwall Wildlife Trust. Cornwall Council Landscape Architect (KS) could be instructed by the NDP SG review the data from ERCCIS and relevance to a Neighbourhood Plan.</p> <p>SB: Would need to be budgeted for in 2022/2023 Locality fund application as funding from the 2021/2022 budget could not be re-allocated.</p> <p>MB: to contact KS regarding Edge of Settlement work. Ask advice and arrange training for January 2022. ERCCIS files available on Dropbox.</p>	MB
7	<p>DATA COLLECTION/PROCESSING</p> <p>BA: Data from hard copies of the x79 Amenities questionnaires have been put into an electronic format on Survey Monkey. Data from hard copies of the x79 Development questionnaires is ongoing.</p> <p>RP: Survey Monkey is not so good for text analysis. Survey Monkey analysis is better suited to numerical data. Draft report completed by consultant Ali Rowe, could be included in our report.</p> <p>BA: Text analysis requires an upgraded Survey Monkey package. Considered comparing Survey Monkey analysis with analysis by consultant Ali Rowe.</p> <p>MB: Aim for data analysis completion by February 2022 for a Public Consultation. Need to liaise with parish council.</p> <p>SB: Public consultation in 2022, an opportunity to review AIMS and OBJECTIVES and what our policies might be. The basic element of the NDP, are DRAFT POLICIES to capture the wishes of the electorate. Also review aims and objectives that come from the HNS.</p>	BA/RP
8	<p>PARISH PLAN</p> <p>SB: Obtained copy of Parish Plan 2018-2013 on disk. Considered points raised by parishioners, in 2018 and now and very little has changed. Not one single item on the Parish Plan has been actioned MB: To put a version of the Parish Plan 2018-2013 on Dropbox.</p>	MB

Chairman's Signature.....


Dated.....14/12/21.....

9	ACTION POINTS FROM PREVIOUS MEETING SB: Locality Funding for year 2021/2022 runs out 31 March 2022. Any unused amount will be returned. Funding can only be used for items specified in the funding application and cannot be re-allocated. 2021/2022 Request for Drone funding was declined by the Locality fund team. LS: Use of Drone required permission from landowners. General discussion on Licenses required for use of drones and link to the drone weight.	
10a	PARISH MEETING REPORT MB: Unable to attend next parish council meeting 30 November 2021. To prepare a report. SBL: Available to read a report to the parish council.	MB
10b	OTHER ITEMS RAISED SBL: Ongoing Sewerage problems at Widemouth Bay. System cannot cope. Pumping station cannot cope with the rate of development at Widemouth Bay. Requested a policy for the NDP. Suggested NDP invite SWW to a meeting/write to SWW. NV: This is parish council business. BA: Policies for the NDP arise from the public consultation Key Objectives and have to be evidenced based. MB: Ward Member has copied the NDP into email from South West Water.	
11	BUDGET UPDATE SB: Budget update given. Also see section 9.	
12	DATE FOR NEXT MEETING Tuesday 14 December 2021 at 7.30pm	
13	NEXT MEETING IN PERSON OR ZOOM. Virtual meeting on Zoom for the next meeting. All agreed.	

Chairman's Signature.....

Dated..... 14/12/21.....

14	ITEMS FOR NEXT AGENDA Email chairman.	
	Meeting closed at 8.45pm	
<p style="text-align: center;">STEERING GROUP MEMBERS</p> <p style="text-align: center;">Matthew Blows - Chairman Brenda Alison – Vice Chairman Lyn Smith – Secretary Sara Beckett – Treasurer Stephen Blake Robert Gavin Robbie Pearce Barry Rogers Nicky Vereker Phyllis Ward</p> <p style="text-align: center;">STEERING GROUP EMAIL and ADDRESS:</p> <p style="text-align: center;">Ndp-sg@poundstock-pc.gov.uk St Marwenne, Combe Lane, Widemouth Bay, EX23 0AA</p>		

Chairman's Signature.....

Dated.....14/12/21

MINUTES

Meeting: Steering Group Poundstock Neighbourhood Development Plan

Date: Tuesday 14 December 2021

Time: 7.30pm

Location: Virtual meeting (Zoom)

Present	Representing
Matthew Blows (MB)	Millook (SG)
Brenda Alison (BA)	Trekennard (SG)
Sara Beckett (SB)	Widemouth Bay (SG)
Robbie Pearce (RP)	Trekennard/ Bangors (SG)
Nicky Vereker (NV)	Widemouth Bay (SG)
Stephen Blake (SBL)	Widemouth Bay (SG)
Phyllis Ward (PW)	Widemouth Bay (SG)
Rachel Roberts (RR)	
Apologies received for absence from: Lyn Smith and Robert Gavin	

Abbreviations:

NDP/NHP: Poundstock Neighbourhood Development Plan

SG: Steering Group

LLCA: Local Landscape Character Assessment

ERCCIS: Environmental Record Centre for Cornwall and the Isles of Scilly

Item	Key/Action Points	Action by
1	WELCOME & APOLOGIES: Matthew Blows (SG), the Zoom meeting host, opened the meeting and welcomed everyone present. Apologies received for absence from Lyn Smith and Robert Gavin	
2	MINUTES OF PREVIOUS MEETING The draft report of the Meeting held Wednesday 17 November 2021 Approved subject to minor non material corrections.	BA

Chairman's Signature.....

Dated.....

3	<p>NEW COMMITTEE MEMBERS</p> <p>SB: Rachel Roberts proposed as a new member of Steering group. Rachel has wished to be a member since the inception of the NDP SG. She has continued to follow the progress and actively engage in the work of the SG.</p> <p>All agreed to appoint Rachel Roberts as a new Steering group member.</p> <p>Membership of the SG stands at 11 members.</p> <p>There is one vacancy for a member of the public.</p>	
4	<p>FORWARD PLANNING</p> <p>MB: Organise an event to present to the public what information we have and the stage we are at.</p> <p>Order of consultations? Survey or Face to face consultation? Dependant on Covid situation. To plan for a 'normal' situation.</p> <p>Face to face agreed as first step by SG.</p> <p>SB: Need to get approval from parishioners on AIMS & OBJECTIVES to enable preparation of policy headings and content.</p> <p>CONSULTATION TIMING / CONTENT/THE PACKET/LIVE STREAM</p> <p>MB: Plan for public consultation in February 2022. Book venue by mid-January 2022. Present parishioners with results of Housing Needs Survey, Data Analysis Reports of (1)Development (2) Amenities and (3)Landscape questionnaires/consultations and` AIMS & OBJECTIVES.</p> <p>Survey 2022, hard copy could be presented at meeting followed the same survey on-line. Live stream presentation and record.</p> <p>NV: Decide February 2022 consultation date before 20 January 2022.</p> <p>An article can be prepared for The Packet before the 20 January 2022 deadline.</p> <p>CONSULTATION VENUE/ PRIZE DRAW/ REFERSHMENTS</p> <p>BA: Bangors Hall, a preferred alternative venue to Widemouth Manor which was used previously. Saturday preferable to a weekday.</p> <p>SB: Bangors Hall a focal point for the parish. Arrange a 2.00pm presentation followed by refreshments and drop-in session. Cream Tea already in Locality Budget to be provided at the end of the session.</p> <p>NV: Offered to organise Cream Teas.</p> <p>SBL: Prize draw suggested equivalent to £100 as incentive to complete questionnaires.</p> <p>Confirm locality grant funding can be utilised for this purpose.</p> <p>Consider how to maintain anonymity of participants entering a prize draw.</p>	<p>MB</p> <p>SB</p>


5	HOUSING NEEDS SURVEY (HNS) MB: Latest response number is 85. Equivalent to an 15% household response rate. Quality of data unknown at present. Online HNS survey deadline at the end of the week. Aim for 20% household response rate so continue to promote on social media.: Poundstock Parish Facebook and the Parish council website RR/NV: emphasise it is a very short survey when advertising. SB: Flyers about the HNS should be removed after the 19 December 2021 deadline. BA: Reminder to request invoice for HNS	RP/MB SG MB
6	COMMUNICATIONS/ FACEBOOK Continuing to promote the Housing Needs Survey on social media and thorough flyers around the parish before the 19 December 2021 deadline. Article has been included in the December 2021 issue Poundstock Packet MB: to speak to parish clerk to put a reminder about the Housing Needs Survey on the parish council Facebook page.	MB`
7	WEBSITE MB: Contacted parish clerk and requested website training via TEEC for MB, SB,BA. Advised to work through the training video first. SB: Prepared an update for the NDP page on the parish council website. Access needed by SG so the NDP page can be updated in a timely manner. BA: Agendas and Minutes can be posted directly by the SG. SB: Minutes should be available routinely & will need to be available when draft plan is submitted for Inspection presented.(Regulation 16) NV: Can we measure how many people had visited the site? RP: Parish clerk can so this. General discussion on the pros and cons of persevering with the TEEC training for the parish council website or setting up our own website. SBL/RP Have experience or knowledge on setting up a website. MB&SB will endeavour to work their way around website using training video.	MB,SB,BA
8	LOCAL LANDSCAPE CHARACTER ASSESSMENT (LLCA) MB: Katherine Statham (CC Landscape Architect) has the landscape report prepared by Fiona Jeffery (2021) BA: Could Katherine Statham look at our Environmental Record Centre for Cornwall and the Isles of Scilly (ERCCIS) files on Dropbox? There are several data files and the SG do not have the expertise to evaluate this data or assess its value to the NDP. NDP SG commissioned Cornwall Wildlife Trust to prepare this document of NDP. Parish specific data. Cost covered by locality fund budget. MB: To request Katherine Statham review ERCCIS files on Dropbox as well as report from Fiona Jeffery MB: To contact Kathryn Statham regarding Edge of Settlement work. Ask advice and arrange training for January 2022. BA: Invoice from Kathryn Statham for LLCA Stage I training this year is required. MB	MB MB MB

Chairman's Signature.....

Dated.....

	to follow up.	
9	<p>DATA COLLECTION/PROCESSING (SURVEY MONKEY)</p> <p>BA: Data from hard copies of the x79 Amenities questionnaires have been put into an electronic format on Survey Monkey.</p> <p>Data from hard copies of the x60 Development questionnaires have been put into an electronic format on Survey Monkey.</p> <p>x20 Development questionnaires await input on to Survey Monkey.</p> <p>RP to revert back to BA</p> <p>RP/BA: To work independently on analysis of data once all the questionnaires are on Survey Monkey.</p> <p>Consideration given to comparing Survey Monkey analysis with analysis by consultant Ali Rowe.</p> <p>Hoped that final report will consolidate all information.</p> <p>RP: Present subscription £25.00/per month does not have a facility for text analysis. Text analysis upgrade would cost £75.00/per month.</p> <p>When does the subscription to Survey Monkey end?</p> <p>Confusion over payment and reimbursement. This will need to be confirmed</p> <p>Revert to Parish Clerk for advise included in Item 13</p> <p>MB: Aim for data analysis completion by February 2022 for a Public Consultation.</p>	<p>BA</p> <p>BA/RP</p> <p>RP</p>
10	<p>KEY OBJECTIVES</p> <p>MB: Colour coded Key Objectives prepared by SB, to put to the parishioners.</p> <p>One page document reviewed by SG. Working document.</p> <p>Comments invited from the SG before presenting to the parishioners.</p> <p>SB: need to get approval from the parishioner on AIMS AND OBJECTIVES</p>	
11	<p>PARISH PLAN 2008-2013</p> <p>MB: Large Electronic document. Available to SG members to review and compare. File can be sent to SG members on request using WeTransfer.</p> <p>SB: A very good document and thanks to MB for making this available via Dropbox</p> <p>None of the Action Points on the 2008-2013 Parish Plan have been actioned to date.</p>	SG

12	ACTION POINTS FROM PREVIOUS MEETING (NOT ALREADY COVERED) None	
13	BUDGET UPDATE MB: Items budgeted for in 2021-2022 are HNS, Parish-on-line, LLCA training, survey Monkey subscription (£216), Room Hire (£750), Publicity, Printing and Stationery (£500), Consultation Refreshments, Cloud space. RP: Annual Survey Monkey subscription ends 13 March 2022. To check on status of and parish council's contribution to Survey Monkey Annual Subscription 2021-2022.	RP
14	NEXT MEETING IN PERSON OR ZOOM. Virtual meeting on Zoom for the next meeting. All agreed. DATE FOR NEXT MEETING Tuesday 18 January 2022 at 7.30pm	
15	ITEMS FOR NEXT AGENDA 1.SB: Planner to be reviewed and work out timelines, using a summarised version with Key Dates. Agree when we may have a draft plan for Cornwall Council and a STATUTORY REVIEW date. Consider July 2022 for a Draft Report. 2. SB: Discuss Budget for 2022-2023 Meeting closed at 8.50pm	
<p style="text-align: center;">STEERING GROUP MEMBERS Matthew Blows - Chairman Brenda Alison – Vice Chairman Lyn Smith – Secretary Sara Beckett – Treasurer Stephen Blake Robert Gavin Robbie Pearce Rachel Roberts Barry Rogers Nicky Vereker Phyllis Ward</p> <p style="text-align: center;">STEERING GROUP EMAIL and ADDRESS: Ndp-sg@poundstock-pc.gov.uk St Marwenne, Combe Lane, Widemouth Bay, EX23 0AA</p>		

Chairman's Signature.....

Dated.....**18/1/22**

Chairman's Signature.....

Dated.....