

**MINUTES**

**Meeting:** Steering Group Poundstock Neighbourhood Development Plan  
**Date:** Wednesday 17 March 2021  
**Time:** 7.30pm  
**Location:** Virtual meeting (Zoom)

<b>Present</b>	<b>Representing</b>
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:**  
Poundstock Neighbourhood Development Plan (NDP)  
Steering Group (SG)  
Local Landscape Character Assessment (LLCA)

<b>Item</b>	<b>Key/Action Points</b>	<b>Action by</b>
<b>1</b>	<b>WELCOME &amp; APOLOGIES:</b>  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><b>AGENDA ITEM 1: Recording meetings</b></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><b>AGENDA ITEM 2: Road Map</b></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.....

<p>4</p>	<p><b>AGENDA ITEM 3: Settlement boundaries</b></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. 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. 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>	<p>NDP SG</p>
<p>5</p>	<p><b>AGENDA ITEM 4: Data collection/processing</b></p> <p><b>SURVEY MONKEY</b></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>	<p>LS/RP</p>

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><b>LANDSCAPE AND ENVIRONMENT DATA 2019</b> 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><b>PUMPKIN FESTIVAL DATA 2019</b> 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><b>AGENDA ITEM 5: Funding</b></p> <p><b>LOCALITY GRANT FUNDING 2018/19, 2019/20 AND 2020/21</b> MB: Spoke to parish clerk. Requested historical information on the Locality Grant Application.</p>	

Chairman's Signature.....  


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

7	<p><b>AGENDA ITEM 7: Housing Needs Survey</b></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><b>AGENDA ITEM 6: Electoral roll</b></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><b>AGENDA ITEM 8: Communication</b></p> <p><b>Parish Council Website and email.</b></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><b>Website</b></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><b>Poundstock Packet</b></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><b>Facebook</b></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><b>Postal Address</b></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><b>Telephone</b></p> <p>Via the clerks telephone number.</p>	
10	<p><b>AGENDA ITEM 9: PARISH PLAN</b></p> <p>SB met with Rupert. Obtained discs with Parish Plan. Very informative meeting.</p>	
11	<p><b>AGENDA ITEM 10: MEMBERSHIP CHANGE</b></p> <p>Resignation by Roger Barker in February 2021</p> <p>New council representative Cllr Robbie Pearce appointed in February 2021.</p>	
12	<p><b>AGENDA ITEM 11: BANGORS METHODIST HALL</b></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 forma.</p> <p>Community Asset Registration process is unrelated to the planning application</p>	

Chairman's Signature.....

Dated..... 23 April 2021

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

Chairman's Signature..........

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