

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> <ol style="list-style-type: none"> 1. Survey Money to be financed by the parish council. £432 (36x12) <p>Suggestions for Locality Grant Funding budget 2021/2022;</p> <ol style="list-style-type: none"> 2. Housing Needs survey £800 approx. 3 A. LLCA Stage 1 Reviewing the draft 'landscape type' descriptions £200 plus VAT 3 B. LLCA Stage 1 Presenting the draft assessment to the community and assessing the wider community value of the landscape. . £680 plus VAT. 4A. LLCA Stage 2 Edge of Settlement Assessment Introductory Training Workshop £200 plus VAT 4B. LLCA Stage 2 Edge of Settlement Assessment Reviewing the draft assessment £200 plus VAT 5.Room Hire Monthly meetings (7 x £30) £210 Consultation Events (3x£150) £450 6. Printing costs for consultation £500 7.Advertising consultations x3 £500 8.Parish Online £75 plus VAT 9.Banners £500 Large sail type and pop-up banners Vinyl banners extra cost £25 Extra large banner. 10.Refreshments at consultations x3 (40x£5) £600 <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
---	--	----

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> 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> 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? 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>	<p>RP</p>

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>	
	Meeting closed at 9.15pm	
<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.....

Clr Robbie Pearce

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

Chairman's Signature.....

Dated.....