

Penzance Neighbourhood Plan: Meeting Notes and Agreed Actions

Penzance Neighbourhood Plan Board (PNPB): Minutes and Agreed Actions from Meeting held on 14th August 2015					
Subject/Agenda Item	Notes/Discussion	Decision/Agreed Action	Who?	Timeline	Date Closed
Present at meeting	Susan Stuart (SS) – Chair Keith Bell (KB) – Project Coordinator Geoff Brighton (GB) Kay Draper (KD) Neil Armstrong (NA) Bernie Wills (BW) – PCDT for Beccy Trahair	N/A	N/A	N/A	N/A
1. Apologies	Cllr John Moreland (JM) – Penzance TC Board				
2. Last Minutes		Approved			
3. Heamoor Housing Questionnaire	<p>Review of questionnaire drafted by Keith Bell.</p> <ul style="list-style-type: none"> • GB suggested that the question citing 500m as a measure of convenient distance could be more inclusive by referring to an easy distance • NA raised the issue of social infrastructure – given the overall numbers of new homes are fixed – the main priority is around understanding what makes larger communities work in terms of physical and social infrastructure and that the 2 are linked • GB/NA/KD and BW all commented that the questionnaire required context in order for people to properly understand and engage with it <p>Distribution of questionnaire</p> <ul style="list-style-type: none"> • Available on line via survey monkey • Alan Davies could assist • TRBL • St Claires Post Office 	<p>Amend accordingly</p> <p>Draft context wording:</p> <ul style="list-style-type: none"> • What is NP? • What does it mean? • Why this questionnaire • What a NP can influence – ie to make clear that numbers of houses and govt strategy are fixed <p>))) GB/KD to liaise</p>	<p>KB</p> <p>SS</p> <p>KB</p>	<p>18/08</p> <p>18/08</p>	<p>20/08</p>

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	<ul style="list-style-type: none"> • Shops • Library • PCDT)))			
1st round data dissemination	<p>Executive summary provides over view of the outcomes and should be widely available where people have time to pick up and read</p> <p>Full report</p>	<p>Doctors surgeries PCDT Libraries Community Centres Existing community groups 1 Stop Shop Super market foyers</p> <p>Nigel Blackler PZ Mayor Chair of PZTC Planning committee PZTC offices for councillors to access Cornwall Councillors</p>	KB/SS	When questionnaires distributed	
Delivery		Communications strategy and key milestones to be set out	KB/SS	Next meeting	
Publicity/call to action	<p>Need to create a message</p> <ul style="list-style-type: none"> • Building the future for generations to come • Distinctive identity for PZ <ul style="list-style-type: none"> ○ Maritime ○ Creative 	Draft preface which will go out with questionnaires and for press release to Cornishman	SS	14/09/15	
Working Parties/Stakeholder groups	<p>SS/KB outlined the approach</p> <ul style="list-style-type: none"> • Community Stakeholder groups <ul style="list-style-type: none"> ○ 1st Tranche <ul style="list-style-type: none"> ▪ Heamoor – assistance ▪ E Green ▪ Newlyn ▪ Headland ▪ Gulval • Corporate Stakeholder Group • Working parties (initial list) 	<p>PCDT to advise establishment/operation of community stakeholder groups</p> <p>GB/BW to liaise re establishment of Youth stakeholder engagement</p> <p>Establish overall remit and engagement strategy with Pat Brown</p> <p>Establish basic remit and identify potential</p>	<p>BW</p> <p>GB/BW</p> <p>KB/SS</p> <p>KB/SS</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Report back to next meeting</p> <p>Report back to</p>	

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	<ul style="list-style-type: none"> ○ Road/Traffic ○ Housing/social infrastructure ○ Urban regeneration ○ Marine/Leisure ○ Public Realm ○ Youth ○ Creative 	chairs		next meeting	
AOB	None				
Date of Next Meeting	11am 28th September. Chapel House				