

Penzance Neighbourhood Plan: Meeting Notes and Agreed Actions

Penzance Neighbourhood Plan Board (PNPB): Minutes and Agreed Actions from Meeting held on 6th October 2014					
Subject/Agenda Item	Notes/Discussion	Agreed Action	Who?	Timeline	Date Closed
Present at meeting	Susan Stuart (SS) – Designate Chair Keith Bell (KB) – Designate Project Coordinator Cllr John Moreland (JM) – Penzance TC Board representative Cllr Rob Simmonds (RS) – Penzance TC Board representative Jim McKenna – Cornwall Councillor (in attendance)	N/A	N/A	N/A	N/A
1. Apologies	Simon Glasson				
2. Last Minutes	Adopted				
3. Response re Coinagehall Street	The Board agreed to write to Cornwall Council in support of the resolution passed by Penzance Town Council on 22 nd September 2014 and to emphasise the importance of the site to the community and thus its relevance to the Neighbourhood Plan	<ol style="list-style-type: none"> 1. Draft a letter to Cornwall Council and email to other Board members 2. Provide relevant contact details to SS 3. Board members to respond to SS 	SS SG Board	10/10/2014 10/10/2014 14/10/2014	
	KB declared interest having been active in previous tenders and expressed his interest in pursuing a possible tender when the property is next marketed. SS' opinion was that at this stage there was no conflict but that as and when KB entered into any pecuniary activity in connection with the tender the Board should be informed and take appropriate action to avoid a conflict of interest. This would need to preclude any further involvement in any aspect of the NP related to the development.	Immediate notification to SS of any changes in KB's personal/professional involvement with the site/development	KB	As appropriate	N/A
4. Shared Spaces	JM raised the recent symposium and the need to keep momentum going. He suggested inviting Nigel Blackler to Penzance for a site visit. KB said he'd discussed with Jim McKenna how best to progress this and would be revising his presentation pack on shared spaces, sending it to Jim so that it could be discussed with Nigel and Burt Biscoe and a site visit arranged. It was agreed that the priority of the various relevant sites would be a topic for future discussion.	Revise PZ shared spaces report and send to Jim McKenna	KB	17/10/2014	

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<p>5. Funding</p>	<p>SS reported that the Town Centre Regeneration Board had approved £12,000 from the S106 monies to fund the NP. Whilst there had been some discussion of allocating it to specific elements of the budget, this was rejected and the funds will be spent at the Board's discretion. It is conditional upon 'vire' approval by Cornwall Council and also subject to PZTC committing to ongoing financial support. SS said that Dick Cliffe as chair of the Finance Committee will be putting a proposal to the next meeting on 3rd November</p> <p>Statutory funding: SG confirmed that the funding application needed to be supported by detailed cost estimates. Discussed what costs should be included and it was generally agreed that the early stage costs relating to the launch/exhibition and associated marketing and web costs should be included.</p> <p>SS reported that PCDT had suggested Lottery 'Awards for All' fund and Cornwall Community Foundation. KB suggested Reaching Communities would also be worth a look.</p> <p>KB reported that the CoSME bid had been 'pulled' following SE England LEP withdrawing as the lead accountable body. However, he thought that the work would be valuable in exploring other potential funding opportunities, including Cornwall and IoS LEP. JM felt that it was a matter of urgency to get this document to Sandra Rothwell but KB was adamant that it should be changed to reflect the different funding criteria. RS agreed</p>	<ol style="list-style-type: none"> 1. Contact Pop up PZ to establish what properties would be available mid Jan for 6 weeks 2. Draft provisional budget for next meeting 3. Explore additional grant funding opportunities and report back at next meeting 4. Rework the 'bid' document and submit to the LEP 	<p>SS</p> <p>KB/SS</p> <p>SS</p> <p>KB</p>	<p>17/10/2014</p> <p>17/10/2014</p> <p>20/10/2014</p> <p>23/10/2014</p>	
<p>6. Steps to launch</p>	<p>SS/KB presented the outline delivery plan for the 12 weeks to the end of the calendar year and explained that this period would be used to put all the necessary preparations were in place to ensure that the process could be professionally managed:</p> <p>Volunteer recruitment - PCDT to assist....long process due to the need for DBS checks.</p>	<ol style="list-style-type: none"> 1. Draft volunteer role descriptions and 'job ad'. Commence recruitment process with PCDT 	<p>SS</p>	<p>17/10/2014</p>	

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	<p>Board recruitment – Advisory board recruitment to commence. It was agreed to:</p> <ul style="list-style-type: none"> • Invite interest from an agreed list of candidates matching the skills sets as presented and approved at meeting 2; • Advertise the posts via the PCDT • Elicit interest through editorial in the Cornishman <p>JM/KB both stressed the importance of engaging young people and in engaging the right person to lead on this as an advisory board member.</p> <p>SS: Board recruitment process leading to first Board meeting in mid-December at which point the various policies and Communication and Engagement strategy would need to be presented for approval</p> <p>KB explained the exhibition and its role in the NP process, including as part of the recruitment of Stakeholder Board members</p> <p>RS said he thought that the ‘on the ground’ consultation should not be limited to the town centre.</p> <p>SS explained that PCDT had a network of outreach workers who would help in engaging the ‘hard to reach’:</p> <ul style="list-style-type: none"> ▪ Informing their user groups – a briefing on the NP will take place to enable the outreach team to do this ▪ Outreach events to be arranged <p>The Board expressed a passion to ensure that engagement was as wide as possible and designed to ensure that it would not be dominated by articulate people skilled at engaging in such processes.</p> <p>JM said SS/KB needed to engage with Localism team and SS reported that she had a provisional arrangement to meet James Hardy this week</p>	<ol style="list-style-type: none"> 2. Draft letter, ‘job ad’ and editorial 3. Circulate previously agreed list of potential Advisory Board and ex officio candidates to (existing) Board 4. Draft press release 5. Communication and Engagement strategy to be completed 6. Create list of policies 7. Set up briefing date for outreach workers 	<p>SS</p> <p>SS</p> <p>SS/KB</p> <p>KB</p> <p>SS</p> <p>SS</p>	<p>17/10/2014</p> <p>10/10/2014</p> <p>17/10/2014</p> <p>30/11/2014</p> <p>17/10/2014</p> <p>17/10/2014</p>	
7. Reporting	SS said she and KB intended to report to PZTC at the next meeting on 3 rd November 2014 and that	1. Produce outline reporting template	SS	17/10/2014	

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	thereafter she would submit a monthly written report for JM and RS to present to the Town Council				
8. Appointments	<p>SS asked for clarification on the agreed process for appointing paid posts: KB as Project coordinator Data collation and monitoring JM/RS confirmed that this was in the hands of the Board</p> <p>RS asked about KB's arrangements for payment and KB explained the previously agreed basis but said that at the moment there was no formal contract. JM suggested that it would be worth looking at the contract previously used for Tony Woodham's role JM asked whether the Town Centre/BID manager post could be used to carry out some of the work involved in the NP but it was agreed that this post was town centre focused and largely around marketing/PR and events. It was however suggested that there may be some useful cross over and that this should be explored and exploited.</p>	<ol style="list-style-type: none"> 1. Update the role spec for KB to reflect agreed terms of payment and to form the basis for a contract 2. Use previous contracts as the basis to draft KB's contract to deliver: <ol style="list-style-type: none"> a. Provide SS with previous contracts 	SS	17/10/2014	
			SG	13/10/2014	
AOB	None				
Date of Next Meeting	10am: 20/10/2014, KB's Office 53 Chapel Street				