

## Penzance Neighbourhood Plan: Meeting Notes and Agreed Actions

<b>Penzance Neighbourhood Plan Board (PZNPB): Minutes and Agreed Actions from Meeting held on 26<sup>th</sup> October 2015</b>					
<b>Subject/Agenda Item</b>	<b>Notes/Discussion</b>	<b>Agreed Action</b>	<b>Who?</b>	<b>Timeline</b>	<b>Date Closed</b>
<b>Present at meeting</b>	Susan Stuart (SS) – Designate Chair Keith Bell (KB) – Designate Project Coordinator Cllr John Moreland (JM) – Penzance TC Board representative Cllr Nigel Davis – Penzance TC Board representative Geoff Brighton Nathalie ? on behalf of PCDT	N/A	N/A	N/A	N/A
• <b>Apologies</b>	Neil Armstrong Beccy Trahair Simon Murley Kay Draper	N/A			
• <b>Last Minutes</b>	Adopted				
• <b>Actions from last meeting</b>	<ul style="list-style-type: none"> <li>• Mail shot questionnaire</li> <li>• Explore the potential to display the EXPO vinyl on St Johns Hall hoardings</li> <li>• Devise next roadshow to coincide with mid-point in the housing consultation</li> <li>• Request cross parish meeting</li> <li>• Put together graphic for project timetable &amp; milestones – overlaid on the statutory process + supported by the communications strategy</li> <li>• Put zoned parish map on the website and provide to BT</li> <li>• Contact Eastern Green and Gulval to update on process and to start the stakeholder board nomination process</li> <li>• Contact names from first round who volunteered skills/support</li> <li>• Draft paper establishing remit and invitation criteria for Corporate Stakeholder Group</li> <li>• Finance and budget review</li> </ul>	<ul style="list-style-type: none"> <li>• Covered in agenda items</li> <li>• Adam Birchall confirmed permission and Jess Golding (BID Manager) to obtain costings. Establish progress</li> <li>• Covered in agenda items</li> <li>• Request made to James Hardy – response awaited. Chase</li> <li>• Covered in agenda items</li> <li>• Action outstanding</li> <li>• Email sent – response awaited. Chase and arrange meeting if required</li> <li>• Action outstanding – provide info to SS</li> <li>• Covered in agenda items</li> <li>• Covered in agenda items</li> </ul>	<p>SS</p> <p>KB</p> <p>SS</p> <p>KB</p>	<p>Report back at next meeting</p> <p>Report back at next meeting</p> <p>09/11</p> <p>02/11</p> <p>03/11</p>	

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		<ul style="list-style-type: none"> <li>• Freepost costings £94 license + £0.37/unit</li> <li>• Finalise text and get Board approval</li> <li>• Devise roadshow for middle of response period</li> <li>•</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Chair's Report</b></li> </ul>	<p>SS tabled the Chair's Report – there were no questions other than as addressed under the agenda items below.</p> <p>ND asked that the monthly report for PZTC should be submitted via him (cc'd to JM) and suggested that PZNP should present progress at the PZTC meeting immediately following Christmas when the questionnaire feedback will be available.</p> <p>SS noted that Cllr Nebesnuick had an intention to table PZNP at the December PZTC meeting.</p>	<ul style="list-style-type: none"> <li>• Submit PZNP monthly report to ND</li> </ul>	SS	02/11	
<ul style="list-style-type: none"> <li>• <b>Mailshot</b></li> </ul>	<p>Final draft of the Mailshot leaflet was presented by KB.</p> <p>Points raised:</p> <ul style="list-style-type: none"> <li>• JM expressed concern at the prominence of the word Jew in the "Wordle" graphic but after discussion and an explanation from KB that Wordle programme is a factual reflection of the words in the questionnaire responses and that Market and Street were also prominent, it was accepted that the Wordle should remain as shown</li> <li>• SS noted that Cllr Olivier was not sure that people would understand the term "capped market purchase" or the concept of affordable. It was agreed that given the limited amount of space, there was not room for additional text, that the wording was as clear as possible and that the key things was to attract a response.</li> </ul> <p>The final draft was approved for print</p>	<ul style="list-style-type: none"> <li>• Obtain final print run costing prior to going to print – costings obtained post meeting - £946 for 10,000 envelopes and leaflets</li> <li>• TOTAL cost based on 10,000 leaflets and an assumed maximum return rate of 10% + £1,000 for graphic designer -&gt; £3,816</li> <li>• Implement final actions to commission mail shot</li> </ul>	KB  KB/SS	Done post meeting  Immediate	

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	<p>KB reported that final costings were still outstanding. SS provided indicative costings for the return process - £94 for a FREEPOST licence and £0.37 per item returned – and for the leaflet drop ~ £1,500 Timing now subject to printer’s lead time but anticipated that within 2 weeks and, with a 1 month turn round deadline</p> <p>Communication:</p> <ul style="list-style-type: none"> <li>• Cornishman</li> <li>• Radio Penwith</li> <li>• Website</li> <li>• PZTC website</li> <li>• PCDT</li> <li>• Posters in public venues</li> </ul> <p>A discussion ensued about the community roadshow and ensuring that “hard to reach” were not excluded. SS explained that the return of the questionnaires which required the full post code should reveal gaps but agreed that we needed to be proactive</p>	<ul style="list-style-type: none"> <li>• Draft copy for Board approval</li>   <li>• Contact Eastern Green and Gulval</li> <li>• Gwavas – arrange for Gwavas Community Group to meet at Chapel House</li> <li>• Heamoor – liaise with Mario Fonk to begin the process of setting up community group(s)</li> <li>• Contact Treneere Group following the article in Cornishman (dated 22/10)</li> </ul>	<p>SS</p> <p>KD</p> <p>SS</p>	<p>06/11</p> <p>Report back next meeting</p>	
<ul style="list-style-type: none"> <li>• <b>Delivery</b> <ul style="list-style-type: none"> <li>• <b>1 year review</b></li> </ul> </li> </ul>	<p>Informed by Chair’s Report</p> <ul style="list-style-type: none"> <li>• The Board noted the progress and in particular the impact which the NP has had in working alongside Cornwall Council to develop the projects shown at the Cornwall EXPO and which Cornwall Council intends to include in the Growth Deal bid</li> <li>• It was agreed that momentum now needs to increase to ensure that the positive community engagement secured during the first phase consultation is not lost given that the project is running behind the envisaged timetable established when it was launched.</li> <li>• The anticipated time to referendum is now</li> </ul>				

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<ul style="list-style-type: none"> <li>• <b>Project timetable and milestones</b></li>   <li>• <b>Resources and Appointments</b></li> </ul>	<p>expected to be 1 year</p> <ul style="list-style-type: none"> <li>• It was agreed that the project timetable and milestones be set to reflect this and that this becomes the primary measurement tool for the Board</li> <li>• SS presented draft project timetable and explained the iterative process which will follow the response from the Mailshot. It was agreed that to better show the project process, the target deliverables should be supported by a graphic showing the process and how it maps across to the delivery map provided by Locality</li> <li>• SS took the Board through the NP budget, explaining the variance from the original budget (submitted to PZTC and TCRB in October 2014) and the anticipated total spend. She pointed out that the budget for PZ was in the upper quartile relative to the average spend which nationally ranged from ~ £10k to &gt; £100k with Hayle (for example) costing around £30k. The Board took the opinion that the basis of the budget and what it would achieve represented value for money.</li> <li>• SS outlined the funding gap which (subject to a £14k government contribution) was in the order of £7-8k: <ul style="list-style-type: none"> <li>• The Corporate stakeholder group would be asked to make a contribution which should be sufficient to meet most of the funding gap</li> </ul> </li> <li>• ND expressed the view that PZTC should continue to make a contribution. SS noted that Cllr Nebesnuick had expressed the view that the NP thus far did not represent value for money and would not support any further funding request. ND was supported by other Advisory Board members in his view and a decision was taken to</li> </ul>	<ul style="list-style-type: none"> <li>• Produce graphic to support the delivery schedule</li> <li>• Update detailed delivery timetable</li> </ul>	<p>KB</p> <p>SS</p>	<p>03/11</p> <p>06/11</p>	
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	<p>ask PZTC to fund the costs of “community engagement” (mail shot + phase 3 exhibition) given its statutory responsibility to ensure proper consultation.</p> <ul style="list-style-type: none"> <li>SS – the largest significant item in the budget was the Project Coordinator post and this needed to be discussed.</li> </ul> <p><b>KB left the meeting</b></p> <p>SS stated that the Board needed to satisfy itself that the role (as currently established) was the right level of skills and competence to continue delivery of the project to its completion and, if so whether they wished KG to continue in the role and on what terms. The Board reviewed the role description and discussed delivery to date. ND, GB and JM were unanimous in their support for the Project Coordinator role and for KB to continue carrying out that role to the end of the project based on the estimated completion date of ~ November 2016.</p> <p>GB raised the fact that KB did not have a formal contract albeit that his role description was clear. He suggested and the Board agreed that the role description needed to be clearly linked to the project timetable and milestones with a timeline of deliverables.</p> <p>The Board approved the budget and KB’s appointment subject to the Chair’s actions being completed</p>	<p>Produce necessary delivery targets for Board approval</p>	<p>SS</p>	<p>09/11</p>	
<ul style="list-style-type: none"> <li><b>Working Party and Stakeholder group update</b></li> </ul>	<ul style="list-style-type: none"> <li>Placemaking – KB outlined the working partnership and the prominence which Penzance had been given at the Cornwall EXPO on 29/30 September</li> <li>Harbour Steering Group and Harbour User’s Association – KB explained his participation in the HSG and the current initiatives being discussed. He also informed the meeting that he had attended the most recent meeting of the HUA to</li> </ul>				

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	<p>explain the current status of the NP and to engage this group. He said there was a clear need to continue pressing the message to HUA that they were just one of many stakeholders with an interest in the future of the harbour</p> <ul style="list-style-type: none"> <li>• Youth stakeholders – GB reported that he had been working together with PCDT and a number of young people’s organisations and people who’d volunteered to support the NP and outlined the proposal to establish a Youth Forum which would have its first session at Penwith College on 17<sup>th</sup> December. GB was keen that the NP was presented as an exciting prospect for young people to express their views and play a part.</li> <li>• Corporate Stakeholder briefing – SS presented a paper outlining the remit and criteria for inclusion in this group, together with a list of prospective members. The Board was happy that the paper correctly reflected the aims behind the establishment of this group. It was agreed that the larger out of town retailers should also be invited to participate.</li> </ul>	<p>Amend potential participants list Issue invitations for the first meeting – 22/01</p>	<p>SS</p>	<p>09/11</p>	
<p><b>AOB</b></p>	<p>JM asked whether we should be establishing working parties to look at individual sites which were “current” in terms of being live. It was explained that this would initially fall within the remit of the locality based stakeholder groups and then if there were specific areas which required expert support then working parties would be set up to meet these needs</p>				
<p><b>Date of Next Meeting</b></p>	<p><b>7<sup>th</sup> December – 11.30am Chapel House</b></p>				