

Penzance Neighbourhood Plan: Meeting Notes and Agreed Actions

Penzance Neighbourhood Plan Board (PNPB): Minutes and Agreed Actions from Meeting held on 28th September 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) Beccy Trahair (BT) – PCDT Natalie (?) – PCDT Youth worker (in attendance) Cllr John Moreland (JM) – Penzance TC Board	N/A	N/A	N/A	N/A
1. Apologies	Kay Draper Neil Armstrong				
2. Last Minutes		Approved			
3. New Board member	JM reported that Nigel Davis has been appointed to replace Rob Simmons as representative of PZTC				
4. Actions from last meeting	<ul style="list-style-type: none"> • Housing questionnaire <ul style="list-style-type: none"> ○ Amendments (KB) ○ Context and intro (SS) Superseded given the change of tack taken after the last meeting when the Board approved by email a proposal from KB/SS to mail shot the entire parish with the 1st round consultation, housing questionnaire and call to action to set up community groups and recruit community board members. • Reviewed proposed mailshot. Comments/amendments <ul style="list-style-type: none"> ○ GB - highlight where to find more information and how to respond ○ KB – simplify consultation results visual; move “wordle” to same page as regeneration 	Finalise and cost send out and respond mechanism Finalise design and text Obtain costings	SS KB	05/10 06/10	

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	<p>survey results; expand space for housing survey; and re-title</p> <ul style="list-style-type: none"> • Agreed 1 month return deadline from post out date 				
5. Communication	<ul style="list-style-type: none"> • Strategy to be presented alongside Project timetable/milestones • Immediate communication needs relate to survey results, call to action and delivery feedback – discussed and agreed: <ul style="list-style-type: none"> ○ Penwith Radio interview with John Pestle ○ Placemaking proposals to be used at Cornwall Expo seen as a useful way to send a positive message to the community about progress on regen proposals ○ Placemaking proposals should also be used as part of a public roadshow to promote awareness of progress, the mailshot, ongoing consultation and call to action • Interparish communication – GB raised the issue of other parishes, having spoken to a member of Madron PC. KB/SS explained James Hardy's initiative to bring the 4 neighbouring parishes together (PZ, Madron, Ludgvan and Marazion) 	<p>KB/BT to do this together</p> <p>Display vinyl of Expo display on St Johns Hall hoardings – discuss with Adam Birchall</p> <p>Devise proposed roadshow to be timed for mid-consultation period of the mailshot</p> <p>Request another cross parish meeting</p>	<p>SS/KB</p> <p>KB</p> <p>KB/SS</p> <p>KB/SS</p> <p>SS</p>	<p>Next meeting</p> <p>When questionnaire post out date is known At Cornwall Expo</p> <p>Feedback at next meeting</p> <p>02/10</p>	
Project Timetable & Milestone	<p>SS reported that she hadn't completed this action and that it was now overdue. GB asked</p>	<p>Update project gant chart and overlay comms strategy</p>	<p>SS</p>	<p>For dissemination with papers for</p>	

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	whether it was possible to show this as a “map”/visual which overlaid the PZNP project timetable/milestones with the process which a NP is designed to cover.	Convert to visual of “Locality” project map	KB	next meeting	
Stakeholder groups	<p>Community Stakeholder groups</p> <ul style="list-style-type: none"> • Agreed that additional effort on top of the call to action in the mail shot would be required • No room on mailshot map to show “zones” for NP stakeholder board nominees – use website • Need to identify existing resident/ community/tenants associations • 1st Tranche to be activated <ul style="list-style-type: none"> ▪ Heamoor – assistance ▪ E Green ▪ Newlyn ▪ Headland ▪ Gulval <p>Youth Stakeholder Group</p> <ul style="list-style-type: none"> • GB presented initial proposal for action which was agreed • Also agreed that others who’ve expressed interest should be involved <p>Corporate Stakeholder Group</p> <ul style="list-style-type: none"> • KB/SS reported that they’d held a meeting with Pat Brown who had agreed to take on the role as the Stakeholder Group Chair • SS reported that the intention was to send an invitation out to agreed (initial) stakeholders but that it was envisaged that 	<p>Put map on website Provide map to PCDT PCDT to advise of existing community stakeholder groups and provide contact info to KB/SS</p> <p>Contact EGreen & Gulval to advise of next stage and request they start their nomination process Contact people who expressed interest during 1st round:</p> <ul style="list-style-type: none"> • KB to provide SS with contact details collected • Make contact via email <p>GB/BT to make contact and establish working group</p> <p>Draft a paper setting out the remit of the Corporate Stakeholder group showing clear criteria for its membership and the rationale behind the request for funding contributions.</p>	<p>BW</p> <p>)KB) BT)</p> <p>SS</p> <p>KB</p> <p>SS</p> <p>GB/BT</p> <p>SS</p>	<p>Next meeting</p> <p>))Before mailshot)</p> <p>09/10</p> <p>09/10</p> <p>16/10</p> <p>By next meeting</p> <p>By next meeting</p>	

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	<p>the group would change over time as appropriate. First meeting planned for mid-November</p> <ul style="list-style-type: none"> • It was agreed that it was appropriate to request that corporate stakeholders be invited to contribute to the NP funding pot but that this should be transparent and in such a way that no influence could be attached to the amount of contribution • Working parties (initial list) <ul style="list-style-type: none"> ○ Road/Traffic ○ Housing/social infrastructure ○ Urban regeneration ○ Marine/Leisure ○ Public Realm ○ Youth ○ Creative <p>It was agreed that the first working party should be an additional Planning Group which should be Chaired by a Planning Consultant who's role would initially be pro bono to provide remit and costing for a professional advisory role</p>	<p>Defer until work shown above is in place</p> <p>Identify potential Chair and initiate the process</p>	<p>KB</p>	<p>Report back to next meeting</p>	
AOB	SS reported that she'd requested a financial update from PZTC	Financial report and funding review	SS	Next meeting	
Date of Next Meeting	11am 26th October Chapel House				