

Penzance Neighbourhood Plan: Meeting Notes and Agreed Actions

Penzance Neighbourhood Plan Board (PNPB): Minutes and Agreed Actions from Meeting held on 29th July 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 Simon Glasson (SG) – Town Clerk Cllr David Nebesnuick (DN) – Mayor (in attendance)	N/A	N/A	N/A	N/A
Apologies	Cllr Rob Simmonds (RS) - Penzance TC Board representative	Ensure RS receives all papers presented at the meeting	SS	01/08/2014	
1. Role Descriptions					
a. Background Information	SS: The purpose of the Background Information to provide basic information on Localism, the NP process and the current status of the PZ NP process for potential board participants.	Approved subject to an amendment to correctly reflect the Board composition as approved by PZTC on 14 th July	SS	29/07/2014	29/07/2014
	Observation: DN queried the title PNPB, expressed his concern that the amendments he made to his copy of the draft report presented by SS on 2 nd July had not been reflected in the paper approved by PZTC on 14 th July 2014. It was identified that whilst these had been verbally expressed (on 2 nd July) they had not been communicated in writing and thus had not reached the final version.	None: This issue was resolved by SS and DN post meeting	N/A	N/A	N/A
	JM: The PNPB meetings should be accessible to Cornwall and PZ Councillors and proposed that they are expressly invited and could speak/present at the meetings in the same way that Cornwall councillors do at the PZTC meetings. Response (SS/KB and DN (observations)): PNPB meetings will be open and thus CC and PZTC members are free to attend as are the general public. It was agreed that if councillors have the right to speak then so would the general public which would result in a dysfunctional meeting process, undermining the Stakeholder Board Member's role as community representatives. It was noted that in this respect,	PZ and CC councillors to receive notification of meetings and where appropriate the PNPB would request support and/or feedback at meetings.	SS	Post launch	

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	Appointed Board members will not be voting members other than when a whole Board decision is required and Stakeholder representatives would effectively run the decision making process with advice and support from the Appointed Members.				
b. Chair	Role agreed as presented	None			
c. Appointed Member	<p>DN Observation: How did the Appointed Member role square with the nature of the NP process being community lead?</p> <p>Response: (SS/KB/JM) the majority of the Board would be Stakeholder Members and, as noted above, the Appointed Members would be non-voting other than when a whole Board decision is required (eg approval of the NP to go to the Inspector). The key role of the Appointed Members will be to provide advice, expertise and support to enable the Stakeholder Members to fulfil their roles effectively and in accordance with the NP statutory framework.</p> <p>DN Observation: Re potential Appointed Board Members expressed concern that the list (see agenda item 4) was excessively long but also worried that as a proposed selection list, it was not sufficiently inclusive.</p> <p>Response: (SS/KB/JM)</p> <ol style="list-style-type: none"> 1. The Appointed Board would comprise 5-7 individuals as per the paper approved by PZTC on 14/07/2014 albeit that there might be a number of ex officio Board Advisers who would provide advice on an ad hoc basis as requested by Stakeholder Members. 2. The list was the outcome of a short discussion aimed at matching individuals to the identified skills sets and was not meant to represent a selection list. Identification of prospective Board members (both Appointed and Stakeholder) would be a wide process and advice would be sought from (for example) the PCDT on how to 	<p>Reconfigure the schedule of potential Board members to present it driven by Skills Sets.</p> <p>As the selection process begins, map all candidates using the above approach</p>	SS	01/08/2014	
			KB/SS	TBD	

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	ensure that this aim would be achieved. Role agreed as presented				
d. Stakeholder Member	Role Agreed as presented				
DN left the meeting					
e. Project Coordinator	Role agreed as presented	None			
2. Appointment of Designate Project Coordinator	The meeting ratified the appointment of Keith Bell RIBA as designate project coordinator	None			
JM left the meeting					
3. Board Skills Sets	SS: Skills sets designed to identify the skills which should be available to the Board, to guide the selection process of the Appointed Board and subsequently to identify skills gaps which would be met by ex officio and where appropriate and funded, professional Board advisers. Paper agreed as presented	None			
4. Potential Board Members	See discussion notes under 1.c above	See actions under 1.c above			
	Selection process should be as wide as is feasible and it was agreed to start gathering information for the process using: <ol style="list-style-type: none"> 1. PCDT for advice and support; 2. PDTA – advice and contacts; 3. PZTC Town clerk’s contact list; and 4. Locality for advice and support 	Meet with PCDT Contact PDTA Obtain contact list (email to SS/KB) Contact Locality Report for next meeting	KB/SS KB/SS SG SS KB/SS	w/c 04/08 w/c 04/08 w/c 30/07 w/c 04/08 13/08	
	It was proposed that once a suitably inclusive process for identifying prospective Board members had been arrived at, candidates would be written to and asked to respond with an expression of interest outlining a resume of their experience; what they believe they could offer; and how they met the role and person specification. This would be followed by: <ol style="list-style-type: none"> 1. An event at which candidates would have the opportunity to find out more about the NP process; and 	Present a proposed selection process for the next meeting	KB/SS	13/08	

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	2. A selection committee				
5. Action/Minutes template	Agreed as presented	Incorporate into NP documents database	SS	30/07	
6. Harbour Stakeholders	This agenda item was not addressed	N/A	N/A	N/A	N/A
7. Set up task lists	<p>A number of key 'tools' would need to be in place prior to the NP launch and should be timed to coincide with the formation of the 1st phase Board (Chair, Appointed Board and PZTC members) for their approval:</p> <ul style="list-style-type: none"> • Website • Communication and Engagement strategy • Marketing materials (draft) • Terms of reference, codes of conduct etc • Data collection, recording and monitoring systems • Proposed Vision and 1st stage consultation questionnaire <p>In addition, in order to facilitate drawdown of the £7k government funding cost estimates would be required</p>	<p>Produce draft Delivery Plan for set up tasks</p> <p>Produce outline Delivery/governance/monitoring map</p> <p>Draft governance/monitoring paperwork to support the above</p>	<p>KB</p> <p>SS</p> <p>SS</p>	<p>13/08</p> <p>13/08</p> <p>13/08</p>	
AOB	None				
Date of Next Meeting	9.30am: 15/08/2014, KB's Office 53 Chapel Street				