

Penzance Neighbourhood Plan: Meeting Notes and Agreed Actions

Penzance Neighbourhood Plan Board (PNPB): Minutes and Agreed Actions from Meeting held on 21st November 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 – PZTC Town Clerk				
2. Last Minutes	Adopted				
3. Actions from last meeting	<ol style="list-style-type: none"> 1. Coinagehall 2. Shared spaces 3. Funding 4. Volunteer/Board recruitment 	<ol style="list-style-type: none"> 1. Action superseded as a joint letter was sent 2. KB report revised - but see "place-making" below re further actions 3. <ol style="list-style-type: none"> a. Popup shop secured and within outline budget b. Final draft budget @ £89.9k for the project cf £80k presented to TCRB. Budget approved for presentation to Board when appointed c. Grants – other than Government grant there are limited opportunities until the project progresses further and assistance/further resources are required to secure community participation 4. <ol style="list-style-type: none"> a. Role specs and job descriptions together with support/guidance pack in place b. Press release went out in Cornishman on 13/11/2014 c. Individual invitations to potential candidate list sent for expressions of interest 13/11/2014 			

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	<p>5. Reporting</p> <p>6. Appointments</p>	<p>d. Advertisement sent out by PCDT and on display at their offices</p> <p>e. List of policies completed with advice and guidance from PCDT</p> <p>f. Outline comms plan in place</p> <p>g. Outreach briefing to support community engagement fixed for 25/11 with PCDT and DCH</p> <p>5. Reporting template produced and report submitted to PZTC</p> <p>6.</p> <p>a. KB role spec updated to reflect agreed delivery plan and terms of payment</p> <p>b. Nothing received from SG re potential contract form</p>			
<p>4. Steps to launch</p>	<p>KB/SS reported that with the board/volunteer recruitment and community engagement activities underway, the primary focus from now to the anticipated launch date of 23rd January was to put in place the facilities and materials required for the launch and 1st phase consultation:</p> <ol style="list-style-type: none"> 1. Exhibition materials reflecting the regeneration opportunities outlined in KB's scoping document "Reconnect with the Sea"; 2. Questionnaires <ol style="list-style-type: none"> a. Reconnect with the sea b. What matters - a series of questions designed to establish what the community wants/thinks is important 3. Roadshow: <ol style="list-style-type: none"> a. 4-6 weeks in Market Jew Street Pop Up Shop (Thurs/Fri/Sat) b. Roadshow over 6-8 weeks post pop up shop: Newlyn; Gulval; Heamoor; 	<p>First Board meeting to coincide with Launch – slow response from Cornishman call to action means Board selection and appointment will not be in place until mid/late January.</p> <p>Exhibition materials – for approval</p> <p>Graphics</p> <p>Costings</p> <p>Questionnaires – drafts for approval</p> <p>Reconnect with the Sea</p> <p>"What Matters?"</p> <p>Outreach roadshow – locations and format to follow after meeting with DCH and PCDT</p>	<p>KB</p> <p>SS</p> <p>SS</p>	<p>05/01/2015</p> <p>05/01/2015</p> <p>05/01/2015</p>	

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	<p style="text-align: center;">Mousehole; Paul; Gwavas; Treneere; Eastern Green; Alverton; Penalverne.</p> <p>Exhibition format:</p> <ul style="list-style-type: none"> • Wall Banners: <ul style="list-style-type: none"> ○ Reconnect with the Sea ○ Penzance as the Gateway to Penwith • “Sails” to provide more detail on each of the regeneration ideas included in Reconnect with the Sea • “Ideas Wall” using a map of Penzance + pins and stick it notes <p>Communications:</p> <ul style="list-style-type: none"> • Website • Cornishman – 21/01 • Radio Penwith • PCDT • Launch day photos <p>Launch:</p> <ul style="list-style-type: none"> • Launch evening for PZTC/CC and other stakeholders 23/01 • Public opening 24/01.....free hot snacks on the first day 	<p>Access to Pop Up Shop to measure and create schedule of works</p> <p>Commission site set up and guide on content and usage Draft press release for approval Announcement to go out to all groups on Penwith Community groups data base</p> <p>Invitation list and wording</p> <p>Approach Cornish Hen for snacks at cost</p>	<p>KB/SS</p> <p>KB</p> <p>SS</p> <p>SS</p> <p>SS</p> <p>SS</p>	<p>Before Xmas</p> <p>05/01</p> <p>05/01</p> <p>05/01</p>	
<p>5. Budget and Funding</p>	<p>SS informed that PZTC had agreed to match fund TCRB’s £12k commitment. This together with the Government grant of £7k would take year 1 funds in place to £31k. Sufficient funds in place to underwrite the initial consultation</p>	<p>Continue to identify additional funding streams</p>	<p>KB/SS</p>	<p>Ongoing</p>	
<p>6. Placemaking Group</p>	<p>JMcK advised that a group was being established which would be chaired by him and engage Nigel Blackler and his team in working together with PZTC, BID, CofC and NP to develop a more strategic approach to development and regeneration in PZ. This</p>				

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	superseded the need for KB to pursue the shared surfaces report with Sandra Rothwell				
AOB	None				
Date of Next Meeting	10am: 21/11/2014, Location TBC				