

Portreath NDP Meeting 15th April 2019

6.30pm Portreath Institute

Item	Notes
1	No apologies given
2	<p>2 Amendments to previous minutes:</p> <ul style="list-style-type: none"> Point 18, 19 and 20 re-ordered to state that HM proposed a reporting system for work streams. BC and IS commented that it would be time consuming and not needed. Grant money committed by end of March 2019 can be used in the next financial year. <p>BC proposed and CD seconded the minutes as accurate. HM welcomed Dave Ilett from PPC to the Steering Group. The public meeting on 18th March was a success.</p> <p>Action- CW to put presentation from 18th March onto Facebook</p> <p>Engagement with the community is ongoing:</p> <ul style="list-style-type: none"> CD and CW have met with residents of Harbour House and will continue to do so throughout 3 sessions in May. TR is engaging with people with learning difficulties <p>HM suggested that an engagement strategy would be useful for all. TR suggested that a working group could be set up to organise this and focus engagement, especially with hard to reach groups.</p> <p>Action- HM and ID/CM to draft an Engagement Plan</p> <p>CM stated that the survey data could be sub-analysed to gain more detail from survey responses.</p> <p>Action- All to think about what their work stream might want to know from the survey data</p> <p>Action- All to ensure relevant contacts are notified when documents are uploaded to Basecamp in order to maximise the use of the hard work done</p>
3	<p>There is concern about engagement techniques not reaching the peripherals of the parish, outside of Portreath village.</p> <p>Action- HM to organise and detail within the Engagement Strategy a series of meetings in May to target those peripheral hamlets</p> <p>NDP Meetings in Public to be held at the Institute from 7pm on the 3rd Monday of each month.</p> <p>The Parish Council require a pro forma of the NDP Steering Group progress.</p> <p>Action- HM to circulate pro forma and upload to Basecamp</p>
4	<p>JE stated that approximately 90% of the situation analysis work is complete (Supplementary Planning Document, Plans and Maps research).</p> <p>Action- JE to follow up and chase the remainder of work that needs to be completed</p> <p>Local Landscape Character Assessment (LLCA) Training took place on 5th April. 13 attendees were present- a combination of public volunteers and members of the NDP Steering Group. The fieldwork has been set a provisional deadline of 1st May.</p>

	<p>In order to pay for the LLCA work commissioned by a Cornwall Council Landscape Architect, the existing grant funding must be spent. As soon as this is spent at the World Café Event, we can reapply for the next tranche of funding.</p> <p>JE informed the group that there is a Green Spaces Workshop being held at the Heartlands on 24th April. The Steering Group have 3 places. IS, TR and Karen Matijasevic will be attending on behalf of the Steering Group.</p> <p>Action- IS and TR to feedback key messages of the event at the next NDP meeting</p> <p>The World Heritage Site designation will have crossover between the Environment and Social Infrastructure work streams which needs to be considered.</p> <p>The next Environment work stream meeting will be in May, once the LLCA fieldwork is complete. Rachael Bice from Cornwall Council (Environmental Growth Strategy) will be invited.</p> <p>Action- JE and HM to speak to Rachael Bice to attend a meeting</p>
5	<p>IS provided an update on the communications between AECOM, himself and Cornwall Council. The focus of the housing needs assessment has been advised to focus on the type, size, tenure and affordable housing aspects of housing stock.</p> <p>Action- ID to upload Housing Q&A to Basecamp</p> <p>IS is in contact with Parishes who have completed a Village Character Statement and will continue to draw on their experience.</p> <p>Action- IS to meet with contacts to discuss the Village Character Statement and meet in Early May</p>
6	<p>The business survey is live and has had an extension until 20th April. 49 responses have so far been received (approximately a 40% response rate).</p> <p>It is anticipated that the biggest concern raised will be the broadband at Bridge.</p> <p>Action- BC and CM to continue working to organise a business event on 16th May, with guest speaker(Julian C?) for Broadband.</p> <p>It is hoped that a business forum will be set up as a result of the event.</p> <p>BC and CM have worked hard to identify AirBnB users within the Parish and have sent them the business survey where possible.</p> <p>Engagement with RRH continues to be a challenge, meeting TBC.</p>
7	<p>Engagement with Harbour House and the Pre-school is ongoing.</p> <p>Action-CD to attend a series of 3 sessions with Harbour House Residents in May for memory triggering exercises.</p> <p>The World Café event has been confirmed for the 15th June. It is envisaged that the three sessions will focus on coffee, lunch and afternoon tea sessions at Millennium Hall. There will be a storyteller, songs, workshop tables, displays and an illustrator. Consideration needs to be given to an appropriate layout. Separate organisations can piggy back off of this event and have separate stands (max 5 total) if they wish.</p> <p>Action- TR to book Illustrator for 15th June.</p> <p>Action- All to think about critical questions for World Café Event (Protect, enhance, direct transform as a starting point).</p> <p>Action- CM, ID and TR to organise volunteers for the World Café Event and send invites.</p> <p>Action- CM and TR to set up pre-planning meeting in May.</p>
8	<p>Brian Terry will be overseeing the group finances. He cannot attend the monthly NDP meetings due to existing commitments.</p>

	<p>The grant report has been done and transferred to the next financial year- the full Parish Council money £X has been spent, whilst the Locality Funding received to date is allocated but not all spent.</p> <p>Action- BB to report on finances before next meeting</p> <p>Action- All to review work stream milestones and consider what will need financial support from the grant.</p>
9	<p>Members of the public asked whether basecamp was available to all. It was stated that it is an online platform for the use of the Steering Group, however, most documents could be made publically available if requested.</p> <p>Action- CM to add NDP meeting minutes to Parish Council website</p>
10	<p>The health issues associated with 5G Cellular was raised.</p> <p>Action- HM to contact Public Health (either at Cornwall Council or PH England) to enquire whether any Health Impact Assessments have been carried out and are available.</p>
11	<p>The next meeting scheduled for the 21st May clashes with the Parish Council annual meeting. It was suggested to rearrange for either the 22nd or 23rd May. Date TBC.</p>