

## Portreath NDP Meeting 22<sup>nd</sup> May 2019

7pm Portreath Institute

Item	Notes
1	Apologies from Claire Whelan and Brian Barber
2	<p>Previous Minutes:</p> <ul style="list-style-type: none"> <li>• Correction of spelling to David Ilett.</li> <li>• CW to put public presentation from March on Facebook. Not yet done.</li> </ul> <p><b>Action- HM to email CW and remind her to upload presentation to Facebook</b></p> <ul style="list-style-type: none"> <li>• HM and CM to work on engagement plan. ID has sent Cornwall Council examples. Work in progress.</li> </ul> <p><b>Action- HM and CM to work on engagement plan for next meeting.</b></p> <p><b>Action- All work streams to decide if any data is needed from the initial survey results. If so, action by contacting CM by 31/05.</b></p> <ul style="list-style-type: none"> <li>• The Proforma report on the NDP was presented at the Parish Council Meeting on 20<sup>th</sup> May.</li> <li>• IS has circulated via basecamp the notes from the Public Space conference.</li> <li>• JE has set up a meeting on 5<sup>th</sup> June with Rachael Bice (Environmental Growth Strategy at Cornwall Council) open to Steering Group members and Environment work stream members.</li> </ul> <p><b>Action- ID to add Housing Needs Assessment Information to Basecamp</b></p> <ul style="list-style-type: none"> <li>• BC and CM have been working to organise a business event 23/ 05 with guest speaker.</li> <li>• CD has attended three sessions with Harbour House residents.</li> <li>• TR has organised the illustrator for the World Café Event.</li> <li>• A pre-planning meeting for the World Café has been set up for 4pm on 3<sup>rd</sup> June.</li> <li>• BB has provided a financial report for HM to present.</li> </ul> <p><b>Action- CM to add minutes to PC website</b></p>
3	<p>Chair's update</p> <ul style="list-style-type: none"> <li>• HM has been available for 2 meetings in Bridge and Elm Farm (no attendees)</li> <li>• 2 Bridge residents have signed up to attend the World Café event. HM hopes to involve them with the Village Character Statement too.</li> <li>• HM has a meeting scheduled with Joyce Duffin in early June</li> <li>• 11 attendees have registered so far for the World Café event.</li> <li>• HM has sent a flyer for World Café for the school newsletter.</li> <li>• HM will continue to meet with Bridge residents. ID has provided maps for use when discussing key issues which are; retaining public paths, dangerous tramway access, second homes, speeding, flooding and internet access.</li> <li>• TR questioned whether applications to remove holiday use conditions are monitored and ID confirmed that they are.</li> </ul>

4	<p>Environment Update</p> <ul style="list-style-type: none"> <li>The LLCA fieldwork is almost complete. 5 out of the 6 teams have submitted their fieldwork sheets. The deadline is 22/05. The next step is to bring the results to a common format and identify any gaps. JE has offered to allocate some time to work on the LLCA write up before commissioning any work from Kath Statham</li> </ul> <p><b>Action- JE and KMC to work on LLCA findings- identify gaps and collate information.</b></p> <ul style="list-style-type: none"> <li>There will be a meeting on 5<sup>th</sup> June with Rachael Bice (Environmental Growth Strategy Lead at Cornwall Council) open to all Steering Group members. Venue TBC dependant on attendee numbers.</li> </ul> <p><b>Action- JE to confirm location and time of meeting on 5<sup>th</sup> June.</b></p>
5	<p>Community and Social Infrastructure Update</p> <ul style="list-style-type: none"> <li>The Village Character Statement (VCS) will overlap heavily with the Environment work stream.</li> <li>IS has met with members of the St Agnes NDP group who have talked through their methodology and Tim Kellett was used as a consultant. IS has contacted him to discuss quotes for the work. St Agnes Village Character Assessment cost approximately £3500.</li> </ul> <p><b>Action- IS to prepare a VCS brief of approximately 6 weeks of prep, a training session, 6 weeks of surveying and 4 weeks of writing up.</b></p> <ul style="list-style-type: none"> <li>IS identified the areas of surveying as Area 1- Portreath Village, Area 2- Bridge and Cambrose and Area 3- Chapel Meadow and Forthvean Crescent (which will incorporate some of St Agnes VCS).</li> <li>CM confirmed that Chapel Meadow will move to be a part of Porthtowan in the boundary review.</li> <li>Rose has offered to do a historical analysis and coordinate volunteers for the VCS.</li> <li>Rose has contacted the World Heritage Site (WHS) Team at Cornwall Council to enquire about training. Training on the WHS Management Plan will cost £200 and will feed in to the VCS.</li> <li>IS commented that it will be important to include the WHS setting, not just the defined boundary. The setting of the designation will be determined by the steering group.</li> </ul> <p><b>Action- Steering Group to consider where is perceived as the setting for the WHS.</b></p> <p><b>Action- ID to put HM in contact with CC officers. Would CC part fund the VCS?</b></p> <ul style="list-style-type: none"> <li>TR asked how adults with learning difficulties can be included in the process. IS commented that there could be a mapping exercise to gauge perceptions of what is in Portreath. Participants would be asked to draw their own map of the area to identify key reference points.</li> <li>IS updated the group that the draft Housing Needs Assessment is expected in June for review before being finalised by AECOM.</li> <li>CD highlighted an event with that is happening in Millenium Hall regarding sustainability that members may be interested in she will circulate details</li> </ul> <p><b>Action- CD to forward the email setting out event details to IS and JE.</b></p>

5	<p>Business, Economy and Transport Update</p> <ul style="list-style-type: none"> <li>The business event will be held on 23<sup>rd</sup> May which can feed in to the World Café Event. The survey has received 56 responses. CM and BC are hoping that a business forum will be set up as an outcome of the engagement.</li> </ul> <p><b>Action- BC and CM to feed results of business event back to TR for consideration at World Café event.</b></p> <p><b>Action- BC and CM to check initial questionnaire results for transport results.</b></p> <p><b>Action- BC and CM to send World Café reminder with thank you/debrief email from business event.</b></p> <ul style="list-style-type: none"> <li>HM contacted Public Health England to establish if there were any impacts of 5G. Public Health are monitoring this and there is no conclusive evidence that there are any associated health impacts.</li> </ul> <p><b>Action- HM to upload 5G health impacts information to basecamp and contact Rose Lewis who raised these concerns with the steering group</b></p>
7	<p>Picture of Place Update</p> <ul style="list-style-type: none"> <li>CD is still working with the school children creating prints which will be made into bunting for use at events. She is going to the pre-school after ½ term.</li> <li>The community artist has been attending 3 x Harbour House sessions with CD to discuss what Portreath used to be like. Mike Brown has offered to record this.</li> <li>TR has been to the primary school, the school children are writing a song about Portreath. The head teacher is checking if pictures can be used for NDP events.</li> </ul> <p><b>Action- TR to check if pictures can be used.</b></p> <p><b>Action- IS to put together photo slideshow of school children's work</b></p>
8	<p>World Café Organisation Update</p> <p><b>Action- DI to get bunting from the pub</b></p> <ul style="list-style-type: none"> <li>Round tables will be borrowed from the surf club, this will need setting up on Saturday morning before the event, as the hall is booked on Friday PM. There may be some storage for equipment at the back of the hall.</li> </ul> <p><b>Action- TR to check whether the back room of Millennium Hall can be used to store World Café equipment on Friday night.</b></p> <p><b>Action- IS, CD and TR to review/ recce Millennium Hall.</b></p> <ul style="list-style-type: none"> <li>The AM coffee session will be hosted by the church, the lunch will be hosted by the learning difficulty group and the afternoon tea will be hosted by the book club.</li> <li>The round table conversations will start at 10.15 with a graphic recorder in place to capture information. The cart with a wallpaper scroll will be on display and tables will be covered with paper for note taking.</li> </ul> <p><b>Action- TR to confirm volunteer tasks and timings</b></p> <p><b>Action- HM to create sign in sheets</b></p> <p><b>Action- ID to print 3x A1 maps of Parish Boundary and bring display boards</b></p> <p><b>Action- CM to video storyteller on the day</b></p> <p><b>Action- IS to print Community and Social Infrastructure framework for the community conversation table (with a list of local groups)</b></p> <ul style="list-style-type: none"> <li>3<sup>rd</sup> June- World Café planning and prep from 4pm-6pm.</li> <li>It is expected that the NDP objectives will be an outcome of the World Café.</li> </ul>
9	<p>Health impacts of 5G covered under section 6.</p>

10	<p>Finance Update</p> <ul style="list-style-type: none"><li>• Once the World Café has finished most of the current grant funding will have been spent and the group will be ready to reapply for more Locality funding.</li><li>• The business allocation of funds can be transferred to the World Café funding.</li></ul>
11	<p>Sustainable transport has some overlap with Love Portreath.</p>
	<p>Next meeting scheduled for 17<sup>th</sup> June at 7pm.</p>