

## Portreath NDP Meeting 15<sup>th</sup> July 2019

7pm Portreath Institute

Item	Notes
1	Apologies from Terry Reynard, Claire Whelan, Brigid Clarke and Iain Stewart
2	<p>Previous minutes agreed as accurate.</p> <p><u>Matters arising:</u></p> <ul style="list-style-type: none"> <li>• HM has drafted a copyright statement. DI commented that a statement needs to be added to cover when the owner is unknown.</li> </ul> <p><b>Action- ID to amend copyright statement and upload to basecamp</b></p> <ul style="list-style-type: none"> <li>• RL attended a Cornish Hedge event.</li> </ul> <p><b>Action- RL to summarise learning and key points from event and ID to create a learning and events folder on basecamp</b></p> <ul style="list-style-type: none"> <li>• RL updated the group that she is recruiting volunteers for the Village Character Assessment (VCA). She stated that having a brief summary of the workload and commitment required would be useful as potential volunteers have asked this before committing to help. Colette Beckham has offered a practice assessment session as part of the package quote to train volunteers, likely to be mid-sept.</li> </ul> <p><b>Action- RL to send a brief of volunteer work for VCA for HM to upload to Facebook page</b></p> <ul style="list-style-type: none"> <li>• It was agreed that badges would be useful to easily identify volunteers when out and about in the parish.</li> </ul> <p><b>Action- HM and ID to create NDP volunteer badges to use for assessments &amp; taking photographs</b></p>

3	<p>Chair's update</p> <ul style="list-style-type: none"> <li>• HM is continuing to be in discussions with Bridge residents at regular coffee mornings.</li> <li>• All thank yous have gone out to volunteers following the World Café event.</li> </ul> <p><b>Action- HM to check that the youth group received a Thank you.</b></p> <ul style="list-style-type: none"> <li>• It is anticipated that from Ali Bell's (World Café facilitator) work, a Phase 1 report will be used by the Parish Council to comment on live applications coming forward. This will seek to fill the gap in the operation of the NDP until the draft plan is produced and made. It was agreed that a 'good news' case study of the work to date in action would be a good mechanism for fostering support for the NDP process.</li> <li>• A recent appeal at Trungle House was referred to, which could set a precedent for replacement dwellings causing a net gain in units in inappropriate locations.</li> <li>• The workstream leads met with Nick Hayden, a project manager at Cornwall Council to review the milestones. HM and ID are meeting with him on 16<sup>th</sup> July to amend the project plan. It was agreed that the project plan should be brought to the monthly meetings.</li> <li>• It was also agreed that Love Portreath should be a standing item each month, as BB is the chair for it and there is opportunity for working together. Love Portreath wanted to discuss waste strategy and recycling with the business workstream</li> </ul> <p><b>Action- BC and DI to add Waste management to Sept meeting agenda.</b></p> <ul style="list-style-type: none"> <li>• HM has contacted Charlotte Caldwell, the Community Link Officer to discuss the potential for local NDP groups to have a forum for working together and sharing experiences. There has not been a response yet.</li> <li>• HM expressed her apologies for not circulating all reports received from workstreams.</li> </ul>
4	<p>Communication Strategy</p> <ul style="list-style-type: none"> <li>• HM and CM met to identify communication gaps in the current workload. These were identified as the website and Facebook updates, survey work, events managements and progress reports. Three volunteers have been recruited to help with this and there will be a meeting on 22<sup>nd</sup> July to divide these tasks.</li> </ul>

5	<p>Environment Update</p> <ul style="list-style-type: none"> <li>• JE and KMC of North Coast Consulting are currently compiling the LLCA information from the assessment sheets (very kindly free of charge instead of paying a CC Landscape Architect). It was agreed that it would be appropriate to commission a CC Landscape Architect to review this Stage 1 report for transparency. The cost of this is £230+VAT. Stage 2 of the Assessment would be a settlement edge assessment. It was agreed that this should be done independently, likely to be around September time.</li> <li>• JE highlighted the need to ensure that NDP objectives run parallel with the CC Environmental Growth Strategy.</li> </ul> <p><b>Action- JE to get access to Environmental Growth Strategy slideshow from Rachael Bice at CC and to upload to basecamp under the newly formed Learning and Events folder.</b></p> <ul style="list-style-type: none"> <li>• It was agreed that development boundaries would more appropriately fall within the housing section of the NDP.</li> <li>• CM stated that a plaque for recent flood defence infrastructure was unveiled recently. A questionnaire is currently live until September for all Town and Parish Councils in the South West. It was agreed that the Parish Council should respond to this, but the NDP group would be willing to contribute to its' completion.</li> </ul> <p><b>Action- CM to send link to questionnaire to JE</b></p>
6	<p>Community and Social Infrastructure Update</p> <ul style="list-style-type: none"> <li>• HM read out a report from IS in his absence. The report included costings for the workstream and the Housing Needs Assessment (HNA) update. The final HNA was received on 10<sup>th</sup> July.</li> </ul> <p><b>Action- HM to circulate C&amp;SI report and put on basecamp</b></p> <p><b>Action- IS and ID to review final HNA</b></p> <ul style="list-style-type: none"> <li>• For the VCA, RL and IS met with Colette Beckham (CB) and discussed the value of a Heritage Assessment. There is a CC report dating back to 2002 which could be a starting point for updating.</li> <li>• It was recognised that the VCA and LLCA need to dovetail, and therefore CB and KS (CC Landscape Architect) should be in discussion with each other.</li> <li>• The next stages for the VCA are to divide up the assessment areas and recruit volunteers for the training and assessment.</li> <li>• It was identified as a priority to engage proactively with members of each settlement once draft boundaries are drawn, as there may be stakeholders with interests in the land in question.</li> <li>• The land at Chapel Meadow was discussed in detail around whether or not this should be included within the scope of the VCA. This is because it is to be transferred to St Agnes during the Community Review in 2021. Some members felt that it would not be of value to include Chapel Meadow in the Portreath VCA, however, it was felt that in order to maintain a good working relationship with St Agnes it may be worthwhile to include it. As the St Agnes plan is due to be made in August/September, this piece of land would not form part of the NDP for St Agnes and therefore if it is omitted from the Portreath VCA it will not be covered by a settlement boundary policy.</li> </ul> <p><b>Action- HM to contact St Agnes NDP group to discuss possibilities for Chapel Meadow</b></p> <p><b>Action- JE to send list of LLCA volunteers to RL</b></p>

7	<p>Business, Economy and Transport Update</p> <ul style="list-style-type: none"> <li>• The next business meeting will be held in September at Gwel an Mor (no cost).</li> <li>• The most recent business meeting was held on 4<sup>th</sup> July. 10 businesses attended. Car parking, broadband provision and a BlueFlag or Seaside award application as discussed as well as wider Portreath promotion.</li> <li>• It is anticipated that at the next meeting, businesses can be identified to take over the group management. A contact for Broadband provision and George Eustice MP are hoping to be in attendance in September.</li> <li>• The Bridge Retail Park expressed wishes in the latest meeting to have a bus stop near to them.</li> </ul> <p><b>Action- BC and DI to consider how this may be achieved and whose remit this would sit within</b></p>
8	<p>Picture of Place Update</p> <ul style="list-style-type: none"> <li>• CD updated the group that the school engagement sessions have now finished.</li> <li>• A nursing home resident is kindly engaging to discuss the history of the Parish. Mike from the Post Office is recording this.</li> <li>• The survey of World Café attendees is now on Basecamp.</li> <li>• RL and CD discussed the plotting of historical elements of the Parish.</li> </ul> <p><b>Action- RL to send CD historic maps for use with the nursing home resident</b></p> <ul style="list-style-type: none"> <li>• The complexity mapping has now been completed as an outcome of the World Café Event. The document is on basecamp for the group to read. It was agreed that not all issues raised are appropriate for the NDP, but Ali will filter this out when she writes her report, with the help of workstream leads.</li> </ul> <p><b>Action- All workstream leads- to consider the complexity mapping document and establish which issues are NDP appropriate, and who may take on the remaining projects. Deadline for this TBC</b></p> <p><b>Action-HM to establish phase 1 report timeline with Ali.</b></p> <ul style="list-style-type: none"> <li>• HM suggested that it would be useful to keep the pool of commissioned workers small to aid procurement processes. All were in agreement with this.</li> </ul>

9	<p>Finance Update</p> <ul style="list-style-type: none"> <li>• HM provided an update in BB's absence.</li> <li>• The current grant of £2500 is almost spent, there is £120 unspent. The PC have allocated an additional £2000 of transitional funding between grants towards the NDP.</li> <li>• 4 Purchase Orders have not yet been paid</li> </ul> <p><b>Action- TR to chase invoices from the Graphic Recorder, Baker Toms and Tideline</b></p> <ul style="list-style-type: none"> <li>• It was agreed that the £120 of unspent grant money would go towards paying the room hire for the business meeting on 4<sup>th</sup> July, £50 to CC to source second homes data, £32 to IS for expenses and £27 for electoral roll data. All in agreement for these spends.</li> <li>• Of the £2000 of PC money, £1375 has been committed to the VCA, with the remaining £625 unspent.</li> <li>• Future spends before September were identified as; World Café report £280, leaflets for RL VCA work £22 and £174 for map printing.</li> <li>• It was agreed that the LLCA review work took priority for payment over the World Heritage Site (WHS) training, which can be held after further Locality funding is secured in August/September.</li> </ul> <p><b>Action- HM to update IS and discuss WHS training</b></p> <ul style="list-style-type: none"> <li>• To date, of the £9000 Locality funding, £2500 has been received. A second funding request will be submitted in August</li> </ul> <p><b>Action- HM and ID to review milestones on project plan against funding schedule</b></p> <p><b>Action- Workstreams to calculate anticipated spend for next bid before next meeting (19<sup>th</sup> August)</b></p>
10	<p>AOB</p> <ul style="list-style-type: none"> <li>• ID updated the group on the Camborne, Pool, Illogan and Redruth (CPIR) Green Infrastructure (GI) Strategy. Priorities relating to Portreath Parish have been identified as promoting offroad active travel opportunities including use of the mineral tramway to the coast and using the old Portreath Road from Tolgus Mount, as well as access to Gwithian along the coastal road. This project is anticipated to be delivered by 2020.</li> </ul> <p><b>Action- ID to update group from CPIR Member meeting on 26<sup>th</sup> June at August NDP meeting</b></p> <p><b>Action- ID to add RL to Basecamp</b></p>
11	<p>Next meeting scheduled for 15<sup>th</sup> August at 7pm. Apologies received from Cath Dennis, David Ilett, Heather Mullin and John Eyre. CM to chair in HM's absence.</p>