

Portreath NDP Meeting 17th June 2019

Portreath Institute

Item	Notes
1	Apologies from Claire Whelan, John Eyre, Imogen Day,
2.	In Attendance - Heather (HM), Brigid (BC), Terry (TR), Cath (CD), Chris (CM), Iain (IS), Dave (DI) , Rose Lewis (RL) for JE
3	<p>Chair's update</p> <ul style="list-style-type: none"> • HM briefed group on her meeting with Joyce Duffin and confirmed that Joyce is committed to the NDP. She has a particular interest in housing • A meeting has been set up with Nick Hayden from the council to help create phase 2 of our programme plan. <p>Action - HM to send date of meeting to BC/IS/JE/ID for attendance</p> <ul style="list-style-type: none"> • HM updated the group on a recent procurement exercise undertaken and suggested that our policy be updated to reflect the additional steps taken when more than one bid is received. A report written regarding tenders and recommendation made, this report reviewed by workstream lead, chair and finance lead for approval
4	<p>Environment Update</p> <p>RL briefed the group that the environment group will need resources in 2nd grant for further work on LCA. It was agreed that if necessary we could use some of the remaining £500 from parish council grant to avoid any delays of important work.</p> <p>We discussed that need to ensure appropriate copyright for use of photos</p> <p>Action HM to draft a policy statement</p> <p>IS & CM had attended the presentation by Rachael Bice in June. From this and the world café event it is become even clearer of the importance of taking the impact of climate change into account in the NDP in particular as it relates to the rise in sea levels.</p> <p>We also agreed that we should look at ensuring that small building projects are also required to take into account any risks to flooding and appropriate drainage. These always form part of larger projects.</p> <p>Action - TR to check with church about the date of the event on Cornish Hedges and share with IS and RL . JE already has this information</p>

5	<p>Community and Social Infrastructure Update</p> <p>A preferred provider (Colette Beckham) has been selected to work with us on the VCA. It is hoped that training will take place in July. RL will undertake the historic assessment work. Volunteers will need to be identified to undertake the VCA work</p> <p>Action: RL/JE - to secure volunteers RL to liaise with HM regarding Bridge residents and attending coffee morning IS will forward info from RL to Collette and arrange for them to mee.</p> <p>World Heritage Setting was discussed it was confirmed that this needed to wait until our training was completed and that the setting varied depending on the nature of the planning application</p> <p>The Housing Needs Assessment has been circulated by IS. Comments have now been sent back. The assessment shows the lack of consistency regarding data captured within various council departments. The assessment will be used alongside survey data and world café data to agree priorities and areas for policy development.</p> <p>It was agreed to commit the money required to gather data on 2nd Homes</p> <p>Action - IS to link with the council to get the 2nd homes data.</p>
6.	<p>Business/Economy/Transport</p> <p>First meeting was a big success with 33 attendees representing 25 local businesses. A presentation was given by Julian Cowans. Notes of the meeting have been sent out to all in attendance and all other businesses on data base. A follow up meeting is scheduled to 4th July thereafter it is hoped that the business community will lead these meetings and will act as a sounding board for the NDP. Parking charges was seen as an issue that may affect business.</p>
7	<p>Picture of Place Update</p> <p>Work has been done with pre-school and Harbour House. A recording will be made with one of the Harbour House Residents. CD had received material from community artist in a different form from the one asked. She will pass this to IS for review and if not useful will go back to her.</p> <p>Next steps to start work with young people in the parish</p>

8.	<p>World Café Debrief</p> <p>Heather started by thanking Terry for her leadership of this project and Cath and Iain for the work in getting the fantastic art work and set up done. All of the steering group agreed that it was a huge success. There was some disruption as a few people had not grasped the concept that they had to commit to the 2 hours but this was handled well by facilitators. RL raised that some people in Cambrose were not aware of the event as they are not in receipt of Portreath newsletter. HM outlined the actions that had been taken to involve Cambrose residents.</p> <p>Action - HM to send thank you emails to the PIC, youth group, caterers, facilitators</p> <p>TR briefed the group on the positive feedback that was being posted on Facebook. It was agreed that this needed to be captured.</p> <p>Action</p> <ul style="list-style-type: none"> • HM to post a thank you on Facebook • TR to ask friends to tag the NDP page on their posts • HM to check if CW is available to commit time to help with comms as a number of tasks are arising that we need cover for <p>A range of information has been captured from the numbers/profiles of people attending to the materials from the tables and the work of the graphic artist.</p> <p>TR described the next steps was to complete a complexity mapping exercise which she would take forward. HM suggested we commission a report on the world café which encompasses all of the above. This was agreed. She stressed the importance of using this material to enable us to draft policies about placemaking.</p> <p>Action</p> <ul style="list-style-type: none"> • TR to oversee the complexity mapping • TR/CD/IS/HM to meet to discuss and oversee production of report <p>We discussed the importance of using the material/evidence now being gathered through survey, landscape and village character assessments and world café in advance of completing the NDP. We agreed that an interim report was a good way to do this and that the parish council could use this as part of its decision making process.</p> <p>Action</p> <ul style="list-style-type: none"> • ID to see if any other NDPs have used interim information in this way
9.	<p>Finance</p> <p>The group reviewed the finance report from Brian and agreed his recommendations. It was agreed that we should attempt to use all of the resources in our current grant if possible.</p> <p>Action BC to raise PO for hall hire HM to meet with BB re: end of grant report and next bid</p>
10.	<p>AOB</p> <p>IS reminded everyone of the need to record all engagement events on Basecamp</p> <p>HM to check if ID can update database</p> <p>We discussed the email from Richard Goldring regarding the support to ensure Redruth and Camborne are vibrant towns. HM will link with their NDP leads and we also need to consider this as part of the transport agenda</p>
11.	<p>Next meeting scheduled for 15th July 7-9 pm</p>

