

# Polperro Neighbourhood Development Plan

## Steering Group Minutes

### Meeting 1

22nd July 2015 11:30 at the Village Hall

Agenda Item	Detail	Actions
<b>Members Present</b>	Paul Lightfoot (PL); Andy Godsall (AG); Sally Harmer (SH); Andy French (AF); Paul Vaughan (PV)	
<b>Apologies</b>	Mike Jelly (MJ); Lorna Whitnall (LW); Berenice Pilcher (BP); Jackie Leftly (JL); Sharon Kelly (SK)	
<b>Context of this inaugural meeting</b>	<p>So far an informal working party has led the process of liaising with the community and the PCC up to the point of formal application of designation to Cornwall Council. All local organisations have been contacted, a web page has been set up and two public meetings have been held where invitations were extended to join the working party. The transition from an informal working party to a formal Steering Group, and the composition, duties and responsibilities of the Steering Group, will be determined in due course as specified in a constitution which has yet to be drafted.</p> <p>Meanwhile PL agreed to chair this meeting and AF agreed to take minutes.</p> <p>PL informed the meeting that PCC voted to proceed with a Neighbourhood Development Plan (NDP) at the Monthly Meeting of PCC held on 20th July 2015.</p> <p>The Clerk was asked to formally apply for designation of the whole of the Lansallos civil parish. The application was made on 21st July 2015.</p> <p>Through press announcements, Cornwall Council will now inform the community of the application as part of the formal process of accepting the application. This will take place over the next 6 weeks.</p>	
<b>Engagement Activities</b>	<p>As part of the engagement activities to ensure that as many residents of the parish as possible are included in the process, the following were agreed or reported on:</p> <p>The Lansallos Fete be attended by SH, AG &amp; PV. SH has produced posters and flyers to hand out at the event. PV will take “Owl Monitors” to give out at the fete. PV will take the large scale map of the parish for display.</p> <p>SH will contact Sheridan Hughes regarding having a similar presence at the duck race event in Polperro.</p> <p>SH has sent copy to the Cornish Times, Cornish Guardian and Western Morning News regarding progress on the NDP.</p> <p>AF will email the local organisations contacted prior to the public</p>	<p><b>SH, AG &amp; PV</b></p> <p><b>SH</b></p> <p><b>SH</b></p> <p><b>AF</b></p>

	<p>events with a link to the PCC NDP update page.</p> <p>SH will email the attendees of the public events (who gave an email address) with a link to the PCC NDP update page.</p> <p>A brief discussion was held regarding the NDP having its own website rather than requiring the PCC clerk to make all update to the web pages. AF to progress.</p>	<p><b>SH</b></p> <p><b>AF</b></p>
<b>Involvement of School and Academic Institutions</b>	<p>A discussion was held regarding the involvement of schools who currently visit Polperro as part of their geography GCSE course work on Tourism. It was agreed that in due course we should notify them of our NDP project as it may be of interest to them and the results of their project work might inform our own research.</p> <p>The discussion extended to universities with an interest in the type of project that we are embarking on. It was agreed that if we make contact and update them on progress that there may be scope for shared research. PV has contacts within Exeter and Plymouth universities who have showed interest in related local projects in the past. PV to re-establish contact.</p> <p>It was also agreed that contacting the Coastal Communities Fund may have benefits in terms of grant funding of projects and also research data.</p>	<b>PV</b>
<b>Electoral Roll</b>	<p>It was agreed that a current electoral roll for the parish would be extremely useful. AF to seek advice from PCC's clerk if and how this might be possible.</p>	<b>AF</b>
<b>2004 Parish Plan</b>	<p>The 2004 Parish Plan had previously been sent to the Working Group members by email. It was clear that a great deal of work had gone into the document by its authors.</p> <p>It was agreed that the document contained very useful information and opinions that would be an important source for the NDP.</p> <p>It was noted that the name is a misnomer as it was not a plan as there were no actions or futures activities. It was also noted that there was confusion in some members of the community that the NDP was a repeat of the 2004 process; that misconception had led to some people questioning the benefit of the NDP.</p>	
<b>Questionnaire</b>	<p>It was agreed that in formulating the questionnaire that will be sent to all households, that the following inputs should be considered:</p> <ul style="list-style-type: none"> <li>• The feedback and opinions gathered at the public events.</li> <li>• Cornwall Council's "tool kit" proforma questionnaire.</li> <li>• Other parish questionnaires.</li> <li>• The scope and potential content of the NDP.</li> </ul> <p>SH to ask MJ to circulate the consolidated public event input.</p>	<b>SH</b>

	<p>The method of distribution was considered, and initial preference was given to a combination of hand delivery by volunteers and post to the more rural households.</p>	
<b>NDP Costs</b>	<p>It is expected, or at least hoped, that the NDP grant available from Locality will cover the full costs of developing the NDP. This will be applied for when our designation has been accepted.</p> <p>PCC will cover up to £200 of costs incurred prior to the grant money being available and Cllr Edwina Hanniford has promised a “Community Chest” donation of up to £250.</p> <p>There was discussion regarding the claiming of agreed out of pocket expenses necessary for developing the NDP. Concern was expressed about developing a culture of not claiming legitimate expenses as it might deter some from claiming and/or cause embarrassment. It was agreed that all legitimate expenses should be claimed.</p>	<b>All</b>
<b>Skills Register</b>	<p>There was discussion about the need for a register of people with specific skills that could help the development of NDP. To date the request has only been made for people willing to participate in the steering group, which may be perceived as a large commitment of time and prevent people from coming forward. The register would be of people with specific skills or time for small tasks who would be happy to commit to small periods of time.</p>	
<b>Cornwall Council Advice</b>	<p>PL contacted Emma Ball, from Cornwall Council's Localisation Team, to update her on progress with the public events in Polperro and the PCC's decision to proceed with the NDP. Her advice was:</p> <ol style="list-style-type: none"> <li>1. We should not wait for CC to contact us, but go ahead in the way she suggests and ask for help on specific points as and when we need it.</li> <li>2. Our first priorities should be to draft (a) a constitution or terms of reference for the steering group, (b) an engagement strategy and (c) a project plan, based on guidelines that are available on CC's website. All three of those would be formal documents that would form part of our eventual submission of our NDP. With those documents in place, we would then be in a position to apply for funds based on specific activities included in the project plan.</li> </ol> <p>She also sent guides and documents relating to these tasks that will be distributed before the next meeting; at which we should focus of the stated priorities.</p>	
<b>Date of Next Meetings</b>	<p>12<sup>th</sup> August 11:30 at the Village Hall 16<sup>th</sup> September 11:30 at the Village Hall</p>	