

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 2

12th August 2015 11:30 at the Village Hall

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Mike Jelly (MJ); Andy Godsall (AG); Sally Harmer (SH); Andy French (AF); Paul Vaughan (PV)	
Apologies	Lorna Whitnall (LW); Berenice Pilcher (BP); Jackie Leftly (JL); Sharon Kelly (SK)	
Matters Arising	<p>AF has emailed local organisations with a link to the PCC NDP update page and will progress the creation of a new website for the NDP using WordPress so that all NDP members can edit or upload data to it.</p> <p>PL will ask Emma Ball at Cornwall Council for her input on the domain name for the new website – Polperro, Lansallos, or a combination of the two?</p> <p>SH reported on the Lansallos Fete and new contacts made there; also ideas for future events or opportunities for publicity such as the Looe One Stop Shop or mobile library. Sheridan Hughes has advised that there will be no stalls at the next event in Polperro – the Duck Race on 22 August. Another option is a stall outside the Polperro Methodist Chapel after Sunday service – SH will speak to Alan Morris.</p> <p>SH confirmed that articles publicising NDP progress had appeared in the Cornish Times and Cornish Guardian but without the contact details provided: she will contact both publications to request editorial rights on future articles.</p> <p>PV has emailed Alex Huke at Exeter University and Andy Honey at Plymouth University re potential interest in local projects but no response as yet. PV will also approach other contacts in Cornwall.</p> <p>MJ has issued the summary of main points raised at the June public meetings and this is now in the Dropbox folder set up by PL.</p> <p>AF has already requested the Clerk of the PCC to obtain an up-to-date electoral roll so that the Steering Group can ensure that every eligible resident can receive their own copy of the household survey. AF will pursue this with the Clerk initially; it was suggested that Zoe Bernard-John may also be able to assist as the nominated contact for the Polperro NDP process.</p>	<p>AF</p> <p>PL</p> <p>SH/AG</p> <p>SH</p> <p>PV</p> <p>AF</p>

	<p>PV expressed his concern that the NDP working group is still fairly small and the risk that much of the work required will be carried out by only a few people – to be discussed further under the Constitution agenda item.</p> <p>The minutes of the meeting of 22 July were approved - proposed by AF, seconded by SH – and signed by PL as chair.</p>	
Constitution	<p>PL explained that there are three critical documents to be produced before it is possible to apply for grants – a constitution for the NDP Steering Group, a project plan and an engagement strategy. It was agreed that an email should be sent to all NDP contacts to ask if they wish to become a member of the Steering Group, and MJ will design a poster to be attached to the email and to advertise more widely within the parish. At the same time work will begin on a draft constitution for the Steering Group, content to include:</p> <ul style="list-style-type: none"> • maximum 20 members • officers to include chair, vice chair, secretary, finance, communications • monthly meetings, on the 1st Tuesday starting at 7 pm • quorum of 5 members, including 1 PCC councillor • can appoint sub groups, reporting to the Steering Group <p>The constitution will need to be approved by the PCC and in due course at the next public meeting. It was suggested that financial admin might be carried out by the Clerk to the PCC, avoiding the need for the NDP process to have its own bank account, and PL will check if this is acceptable to the Clerk.</p> <p>PL will draft a constitution based on the above and circulate to members by email for comment.</p>	<p>MJ</p> <p>PL</p> <p>PL</p>
Project Plan	<p>It was agreed that all members will provide draft input for a project plan: the Cornwall Council website has guidance on project plan templates for reference. The Project Plan will be an important issue for discussion at the next meeting.</p>	All
Engagement Strategy	<p>MJ to draft an engagement strategy document for discussion at the next meeting.</p>	MJ
Strategic Environment Assessment	<p>Guidance on SEAs has recently been sent to the PCC by Zoe Bernard-John as an element that needs to be considered in the process of preparing a Neighbourhood Development Plan and this will be borne mind when preparing the Project Plan as a SEA may be required if any development is planned in the AONB.</p>	
Household Survey	<p>It was acknowledged that housing will be a major topic of the household survey and some questions may need professional input but it was agreed that this was a topic for a future Steering Group meeting.</p>	

Mortha Farm Development	PL reported that the PCC are drafting a robust response to the Mortha Farm planning appeal. It was agreed that it would be appropriate to email the NDP contacts to make them aware of developments as housing falls within the remit of the NDP but care should be taken to ensure its content is unbiased. PL added that the Mortha Farm appeal is on the agenda for discussion at the PCC EGM on Monday 17 August. It was agreed that other relevant local information – for instance regarding the toilets and the TRO – should be communicated to the NDP contacts and that such notifications will be a regular agenda item for future Steering Group meetings. SH will draft an email about the Mortha Farm appeal and forward it to AF with the NDP contact email addresses.	SH / AF
Any Other Business	It was noted that the National Trust have started work on the Net Loft in Polperro and are interested in local opinion on how it can be used. PV advised that there is an open invitation to visit the Net Loft next Wednesday 19 th August and will forward the email from Andy Simmons at National Trust to SH.	PV
Date of Next Meeting	16th September 11:30 at the Village Hall	