

# Polperro & Lansallos Parish Neighbourhood Development Plan Steering Group Minutes Meeting 3

16 September 2015 11:30 at the Village Hall

Agenda Item	Detail	Actions
<b>Members Present</b>	Paul Lightfoot (PL); Mike Jelly (MJ); Andy Godsall (AG); Sally Harmer (SH); Andy French (AF); Paul Vaughan (PV); Jackie Leftly (JL); Sharon Kelly (SK); Michala Powell (MP); Richard Bow (RB); Richard Rowe (RR);	
<b>Apologies</b>	There were none.	
<b>Introduction</b>	PL welcomed MP, RB and RR as new attendees to the Polperro & Lansallos Parish NDP working group and explained this was at present an informal group and that it was hoped to create a formal Steering Group with an agreed constitution shortly, to engage with the community and to prepare a project plan for the NDP. It was envisaged that the process will take two years and, as the process will be audited, meetings will be minuted and formally approved. The PCC has already agreed to this process going ahead and an application was registered with Cornwall Council in July. PL circulated a copy of the formal approval by Cornwall Council dated 15 September 2015. He added that Edwina Hannaford is aware of the commencement of the NDP process as she attends the PCC but she is not involved in the NDP meetings.	
<b>Matters Arising</b>	<p>PL confirmed that Emma Ball had expressed no preference for the name of the NDP and it was therefore agreed that the NDP would be titled the Polperro &amp; Lansallos Parish Neighbourhood Development Plan.</p> <p>AF is progressing the creation of the new Polperro &amp; Lansallos Parish NDP website: he has purchased a new domain name – polperro.community – and all key NDP documents will be uploaded to the website to be available for public view.</p> <p>AG and SH have arranged to set up a stall at Looe Library on 22 September to publicise the NDP process: they will approach other suggested venues including Polperro Methodist Chapel after Sunday service (Rev Andrew Hill), the Polperro Primary School at the end of the school day ( Louise Gilbert) and the Old Bridge Surgery in Looe (Practice Manager).</p> <p>PV will follow up his recent emails to contacts at Exeter and</p>	<p><b>AF</b></p> <p><b>AG / SH</b></p> <p><b>PV</b></p>

	<p>Plymouth universities and contact Steven Ford.</p> <p>AF will follow up his earlier request to the Clerk of the PCC to obtain an up-to-date Electoral Roll. It was hoped that the survey process would be as inclusive as possible and the Electoral Roll was needed to ensure that each eligible resident receives their own copy of the survey for completion.</p> <p>PL reported that the PCC had objected to the new Mortha Farm planning application, for the same reasons as it had objected to the earlier application. AF said that he hoped to notify NDP contacts of future planning applications in Lansallos Parish as they arise.</p> <p>The draft minutes of the meeting of 12 August 2015 were approved with a couple of minor amendments and signed by PL as Chair of the meeting.</p>	<p><b>AF</b></p> <p><b>AF</b></p>
<b>Constitution</b>	<p>PL had previously circulated the third draft of the NDP Steering Group constitution, incorporating comments from David Read and Emma Ball at Cornwall Council. Emma Ball had suggested that the relationship between the PCC and NDP Steering Group should be a loose one and members thought it likely that this would be the case.</p> <p>The role of the Communications Officer was briefly discussed and it was felt that the role did not need to be split but that the nominated person would be supported by others to fulfil all the role's requirements.</p> <p>It was agreed that the draft constitution would be sent to the PCC for approval at their next meeting on 19 October, and then published on the new NDP website and a link emailed to the NDP contacts.</p> <p>Concern was expressed about the lack of representation of the Polperro business community in the NDP process but it was very positive that there was now representation from the Harbour Trust and local landowners and a useful link to the Looe NDP process. AF and SK both attend the Polperro Promotion Group meetings which may provide an alternate link to some parts of the business community.</p> <p>It was agreed that a skills register would be helpful to determine the skills available within the current volunteer base and AG will draft a template to circulate to members of the working group for their views and, if happy with the draft, for their completion. MJ suggested that he could create a new poster to publicise the requirement for Steering Group members from all areas of the community. The skills register and appointments to the Steering Group will be added to the agenda for the next NDP working group meeting.</p>	<p><b>PL</b></p> <p><b>AF / SK</b></p> <p><b>AG / All</b></p> <p><b>MJ</b></p> <p><b>PL</b></p>

<b>Engagement Strategy</b>	MJ circulated an outline of the proposed communication and engagement strategy document, having referred to Cornwall Council's guidelines, and stressed the importance of first understanding the make up of the community, addressing how best to communicate and engage with each part and developing a timetable for strategy implementation. It was agreed this was a good way forward and MJ will continue drafting the strategy along these lines, circulating to members for review and approval at the next NDP working group meeting. The Lansallos Parish Plan of 2004 contains some useful information about the composition of the community at that time.	<b>MJ / All</b>
<b>Project Plan</b>	PL had reviewed the guidance available on the Cornwall Council website which offers a range of sample formats to consider in developing the NDP project plan. A project plan will be an essential pre-requisite in applying for grants. It was agreed that the project plan should be discussed after the appointments to the Steering Group have been determined. The more simple NDPs appear to have made the best progress and the Polperro & Lansallos Parish NDP will use the summary of issues arising out of the June public meetings as its basis. This is an important topic for the Steering Group to address and it was agreed it would be sensible to devote most of the meeting after next to it.	<b>PL</b>
<b>Any Other Business</b>	It was noted that the current Lansallos housing requirement of 102 had again been referred to in some comments from Cornwall Council departments on the Polperro & Lansallos Parish NDP process registration. It is still unclear exactly how this figure of 102 has been calculated and whether it includes any exchanges or double-counting: it will be essential that the NDP process has accurate and relevant statistics from which to work.	
<b>Date of Next Meeting</b>	Wednesday 7 October 2015 at 11:30 at the Village Hall	