

Polperro & Lansallos Parish Neighbourhood Development Plan

Steering Group Minutes

Meeting 11

6 July 2016 09:30 at Headwell House, Bridals Lane

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Andy Godsall (AG); Sally Harmer (SH); Andy French (AF); Jackie Leftly (JL); Mike Rolls (MR); Robert Haycocks (RH)	
Apologies	Received from Paul Vaughan (PV) and Mike Jelly (MJ)	
Minutes of Last Meeting	SH advised that the Museum item under Plan Forthcoming Events had been actioned on 6 April, no further action needed. The minutes of the last meeting were approved.	
Matters Arising	There were no matters arising from the minutes.	
Finance	AG reported that, halfway through the initial funding period, only minimal expenses have been incurred. He reminded members that they could claim for mileage when attending Cornwall Council workshops and asked PL, MR and RH to email him with the relevant details. Mileage expenses will be calculated using the Cornwall Council (IRFPS) rate of 40p per mile.	AG / PL / MR / RH
Review Recent Events	Drop-in sessions are ongoing, few new contacts have been made but they help to publicise the NDP process in Polperro and may be more productive once the questionnaires are distributed. Members who had attended Cornwall Council workshops had found them very useful: the workshop slides have been circulated.	
Plan Forthcoming Events	Brownies & Guides interactive session: SH is awaiting a response with a suggested date from Karen Bowdler. Hyperactive discussion: SH to ask MJ and SK if they will organise this. British Legion: AF has spoken to Craig Skeldon but nothing has yet come of it. AF asked SH to contact Nicola Toms to see if it would be possible to attend a British Legion committee meeting to discuss the NDP.	SH SH / MJ / SK SH
Household and Business Questionnaires	The draft Household Questionnaire has recently been given to 15 testers to complete and respond with their comments by the end of next week. There will be a separate test review meeting on Friday 15 July at 14:00 at Porthallow House, to be attended by the	PL / JL / AF / MR / RH / AG / SH / SK

	<p>questionnaire sub-group.</p> <p>It was agreed that an incentive should be offered to encourage residents to complete the Household Questionnaire, in the form of 3 x £50 cash prizes, to be drawn at random using the questionnaires' unique identifiers after the questionnaire process is complete. It was suggested that the Mayor of Polperro might be asked to draw the winning numbers and the draw results will be posted on the PLP NDP website. Steering Group members will be excluded from the draw. AG will check with Locality that this is acceptable and what funding is available.</p> <p>PL and AG will review the postcode address list for distribution of the questionnaire to determine how the allocation of postcodes for hand delivery by Steering Group members and other volunteers. AF to send PL and AG the address list and SH to provide the details of other volunteers.</p> <p>AG will contact Killigarth Manor and Seaview Holiday Parks, the Bay at Talland, and Restgarth and Atlantis residential homes to find out whether they have residents who might want to complete a household questionnaire.</p> <p>It was agreed that there should be collection boxes at Polperro Post Office and Polperro Primary School only. Every questionnaire will have a return postage-paid envelope, addressed to NDP Steering Group at AF's home address. AF proposed that business reply envelopes with licenced postage are used, rather than stamps, so that postage is paid on only those questionnaires that are returned – AF to confirm costs.</p> <p>Suggestions for pre-publicity in advance of the Household Questionnaire distribution include articles in the Cornish Times, Western Morning News, Cornish Guardian, posters, Facebook, website, Radio Cornwall, Pirate FM, BBC Spotlight social media</p>	<p>AG</p> <p>PL / AG / AF / SH</p> <p>AG</p> <p>AF</p> <p>SH</p>
Project Plan	MR to draft a detailed Project Plan for phases 2 and 3, for review at the next Steering Group meeting.	MR
Any Other Business	SH asked that a review of the Communication & Engagement Strategy be included as an agenda item at the next Steering Group meeting.	PL
Date of Next Meeting	Wednesday 10 August at 09:30 at Pleydon Meadow	All