

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 12

10th August 2016 09:30 at Pleydon Meadow

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Jackie Leftly (JL); Andy French (AF); Mike Jelly (MJ); Sally Harmer (SH); Andy Godsall (AG); Robert Haycocks (RH); Mike Rolls (MR);	
Apologies	Paul Vaughan (PV); Richard Rowe (RR);	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	There were no matters arising from the minutes.	
Finance	Legitimate expenses were claimed by members for travel to the Cornwall Council workshops which have been donated to the Questionnaire prize money fund.	
Review Recent Events	More contacts have been made through the weekly drop in events. The NDP publicity stand at the Polperro Festival was well received.	
Plan Forthcoming Events	A Brownies follow up meeting is being planned with an interactive planning map. A meeting is planned with the British Legion committee at 20:45 on Wednesday 17 th August, and will be attended by PL, MR and AF. Hyperactive event to be planned with Lucy Finnimore. MJ to liaise with Lucy. Drop in sessions all planned for August. September rota to be planned and circulated.	PL/MR /AF MJ SH
Household and Business Questionnaires	The household questionnaire is now finalised and subject to a separate meeting will be distributed. Target date for having the database, pdf questionnaire and online surveys ready is 9 th September after which final testing will be performed by the committee. Flyer to accompany questionnaire being finalised by SH. SH to contact printers to establish costs and timings. SH to contact Post Office regarding costs and process for pre-paid licence for	AF SH SH

	<p>returns.</p> <p>PL will draft articles for the press.</p> <p>The draw for the prize winners will conducted by the Mayors – AG to liaise with the Mayors.</p> <p>PL to draft letter to businesses.</p> <p>Collection boxes to be placed at the Post Office and the School.</p> <p>AF to circulate draft Business Questionnaire to Steering Group members.</p>	<p>SH</p> <p>PL</p> <p>AG</p> <p>PL</p> <p>AG</p> <p>AF</p>
Project Plan	<p>MR circulated the draft project plan for further development.</p> <p>A separate meeting to begin the process of site analysis will be held on Friday 12 August at 2 pm at Porthallow House.</p>	<p>MR</p> <p>All</p>
Any Other Business	None was discussed.	
Date of Next Meeting	14 th September 2016 starting 09:30 at Porthallow House.	