

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 14

12th October 2016 09:30 at Porthallow House

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Jackie Leftly (JL); Andy French (AF); Sally Harmer (SH); Andy Godsall (AG); Karen Dalby-Aggett (KD)	
Apologies	Paul Vaughan (PV); Sharon Kelly (SK); Mike Jelly (MJ); Robert Haycocks (RH); Mike Rolls (MR); 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	An extension of two months has been granted to the current funding period taking the current period to the end of December. The Steering Group's Contingency Fund now stands at £308.40.	
Review Recent Events	AF updated the meeting at Sclerder Abbey arranged through the PCC. Drop In sessions are continuing.	
Plan Forthcoming Events	A Brownies follow up meeting is being planned with an interactive planning map. Hyperactive event to be planned with Lucy Finnimore. MJ to liaise with Lucy. Drop in sessions are all planned for October.	MJ
Household and Business Questionnaires	We are targeting the 21 st October for completing the technical aspects of producing the questionnaire and on-line survey. The files are to be delivered to the printers on 24 th October. Stapling of the printed questionnaire will take place during the first week of November for distribution from 8 th November. Deadline for return of questionnaires will be 12 th December. The date and venue for the prize draw are to be agreed. A list of farms will be drawn up as farms don't pay business rates and are therefore not on the database being used to target business premises. RR to draw up.	SH All RR

	<p>The Household Questionnaire will give details of how businesses without business premises can complete a business questionnaire.</p> <p>Ts&Cs to be written by AG</p> <p>SH to contact Pirate FM and BBC Radio Cornwall</p> <p>AG to register the NDP with the ICO.</p> <p>SH to email all contacts to request those who could help with questionnaire distribution.</p> <p>PL to send article to the Cornish Times for their 4th November edition</p>	<p>AG</p> <p>SH</p> <p>AG</p> <p>SH</p> <p>PL</p>
Project Plan	<p>The first draft of the site allocation map for Polperro was distributed.</p> <p>Lansallos, Trenewan and Talland to be completed.</p>	
Any Other Business	<p>None was discussed.</p>	
Date of Next Meeting	<p>Wednesday 16th November 2016 09:30 – 12:30 at Porthallow House.</p>	