

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 15

16th November 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); Mike Jelly (MJ);	
Apologies	Paul Vaughan (PV); Sharon Kelly (SK); Robert Haycocks (RH); Mike Rolls (MR); Richard Rowe (RR); Karen Dalby-Aggett (KD)	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	There were no matters arising from the minutes.	
Finance	No significant change since last month. Members were asked to make any outstanding cost claim before the end of December and to identify any planned or expected expenditure for the next 6 months. The group was reminded that retrospective claiming of expenses is not possible and 6 weeks is required to submit a new grant request.	
Review Recent Events	Drop-in Sessions Continuing until 15 th December, being after the deadline for return of the questionnaires.	
Plan Forthcoming Events	<p>Brownies A Brownies interactive session will not be possible before January: SH asked MJ and SK if they would host this session on a Monday evening in the New Year and she will liaise with them and Karen Bowdler to arrange a mutually convenient date.</p> <p>Hyperactive Hyperactive event to be planned with Lucy Finnimore. MJ still trying to contact and liaise with Lucy: he will drop in at one of their Tuesday meetings.</p> <p>Drop in sessions are all planned until 15th December.</p> <p>AF to call his contacts at Sclerder Abbey to find out some dates for a meeting with the NDP team before 12 December.</p> <p>JL will liaise with Rita Ensor-Morgan re an NDP presence at the Christmas Lights Ceremony on Saturday 3 December. MJ said he would apply his creative talents for posters / vertical banner.</p>	<p>MJ/SK</p> <p>MJ</p> <p>AF</p> <p>JL MJ</p>

Household and Business Questionnaires	<p>Household and business questionnaires and letters have been sent to all 72 postcodes in the parish. It was requested that we record thanks to AF, AG and SH in particular for their hard work in organising the surveys, and to all the volunteers who distributed the questionnaires.</p> <p>There are a small number of properties which do not appear to have a Council Tax or Business Rates account (which was the basis of determining which properties were households and which were businesses). Relevant questionnaires have been issued for those identified or reported.</p> <p>Completed questionnaires are being received: SH will record those received and allocate to NDP Steering Group members for input and checking. AF will set up a separate access for data input purposes and email members once this is done. For privacy purposes, all input and checking must be done by NDP Steering Group members only.</p> <p>NDP Steering Group members were asked to remind their friends / family to complete their questionnaires: SH will send out reminder emails, Facebook posts, posters in the next fortnight to heighten community awareness.</p> <p>PL to organise a meeting with CRCC for early January to scope policy formation consultancy.</p> <p>MJ advised that a meeting has been arranged to elicit the community's views on uses for the Net Loft on 1 December at 7.30 pm in Polperro Arts Foundation, which he plans to attend. SH will call Andy Simmonds at the National Trust and AF will send her a business letter to forward to him.</p>	<p>SH AF</p> <p>SH</p> <p>PL</p> <p>SH AF</p>
Site allocations	<p>The question of site allocations was discussed briefly but it was agreed that little more could be done on this matter until the surveys are completed and the likely content of the NDP becomes clearer.</p>	
Any Other Business	<p>Liaison with the Looe NDP team regarding the possible development of the Polean site was discussed briefly; we will advise the Looe team of findings from our survey in due course.</p> <p>In view of the recent article in The Guardian which mentioned a possible 'second homes' policy for Polperro it was agreed we should make it clear to all concerned that until we have established the views of the community the Steering Group is not in a position to propose or appear to be advocating any particular view on this or other possible NDP policies.</p>	<p>PL</p>
Date of Next Meeting	<p>Wednesday 14th December 2016 09:30 – 12:30 at Porthallow House.</p>	