

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 16

14th December 2016 09:30 at Porthallow House

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Andy French (AF); Sally Harmer (SH); Andy Godsall (AG); Richard Rowe (RR); Robert Haycocks (RH); Mike Rolls (MR); Karen Dalby-Aggett (KD);	
Apologies	Jackie Leftly (JL); Mike Jelly (MJ)	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	There were no matters arising from the minutes.	
Finance	<p>No significant change since last month.</p> <p>Members were reminded 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 Steering Group was also reminded that retrospective claiming of expenses is not possible and 6 weeks is required to authorise a new grant request.</p> <p>We are awaiting the first bill from the Royal Mail regarding the pre-paid returns of completed questionnaires.</p> <p>We will draw up budgetary consultancy costs after the meeting with CRCC on 9th January.</p> <p>It was agreed that we should continue to maintain the mobile telephone, AG will check whether a short-term contract would be better for us than the present arrangement whereby we pay a £1/week service charge.</p>	AG
Review Recent Events	<p>The last drop-in session took place on 8th December and the Museum Tearoom is now closed – SH will arrange to collect the display boards. Thanks were expressed to SK for hosting the drop-in sessions at the Museum Tearoom and also to the team of volunteers who attended the sessions throughout the year. It is expected that drop-in sessions will resume at some stage in 2017.</p> <p>A meeting was held with Andy Simmons of the National Trust and interested members of the community regarding the Net Loft and KD has volunteered to act as keyholder and co-ordinator for this Net Loft group. Once we have collated all responses to the Net Loft question on the NDP questionnaire, these will be passed to KD. We will also arrange for those who have volunteered to be Friends of the Net Loft on their questionnaire responses to be informed as to how they can get involved.</p> <p>KD advised that the Christmas Light switch-on was successful and those present had been reminded of the forthcoming deadline for responding to</p>	SH AF KD

	their NDP questionnaires. AF noted that there had been an increase in postal responses since the switch-on ceremony.	
Plan Forthcoming Events	<p>Follow up Brownies meeting: SH reported that she had not yet completed this action point but will arrange the meeting with Karen Bowdler shortly.</p> <p>Sclerder Abbey: AF has not yet contacted Sclerder Abbey – to be carried over.</p> <p>Hyperactive: in MJ's absence, progress on this item is not known.</p>	<p>SH/MJ /SK</p> <p>AF</p> <p>MJ</p>
Household and Business Questionnaires	<p>AF handed out an initial draft analysis of questionnaire responses based on the 219 received so far (in paper form and online) – this was discussed and then handed back to AF for review and updating as more questionnaires are received. It was agreed that the NDP Steering Group will meet again on 4 January 2017 at 9.30 am at Porthallow House to review the final version of this analysis, with a view to drafting an outline of the policies that might be included in the NDP before the meeting with CRCC on 9 January.</p> <p>PL commented that David Julian had advised at the recent PCC meeting he had not received a household questionnaire – AF will create a duplicate questionnaire for him and email it to RR for printing and delivery.</p> <p>The questionnaires received to date, together with those in the collection boxes at Polperro Post Office and Polperro Primary School, will be those eligible for the Prize Draw. AF will draft a list of the relevant PINs and forward these to AG. AG will liaise with the Mayors to agree a date and format for the Prize Draw at the Old Mill House. SH asked that members of the Steering Group attend the Prize Draw as it will be a useful publicity opportunity.</p> <p>SH has issued reminders to the community to complete their NDP questionnaires, via email to the NDP contacts and to local groups and organisations, via social media on Facebook and via posters put up on noticeboards and in pubs around Polperro. SH will liaise with Pirate FM and BBC Radio Cornwall to find out if the news items we forwarded to them were used.</p> <p>SH reported that an additional 38 contacts have been added to the NDP Contacts email distribution list as a result of the NDP questionnaire process.</p>	<p>AF</p> <p>All</p> <p>AF/RR</p> <p>AF/AG</p>
Update Project Plan	To follow the meeting that has been arranged with CRCC in the morning of 9 January 2017, in the Village Hall.	All
Any Other Business	SH noted that Looe Town Council minutes refer to a Polean Master Plan having been drafted, including costings. AG will liaise with Edwina Hannaford to ensure that we are kept in the loop on Polean developments.	AG
Date of Next Meeting	Wednesday 18 th January 2017 09:30 – 12:30 at Headwell House	