

# Polperro Neighbourhood Development Plan

## Steering Group Minutes

### Meeting 4

7th October 2015 11:30 at the Village Hall

Agenda Item	Detail	Actions
<b>Members Present</b>	Mike Jelly (MJ); Jackie Leftly (JL); Paul Lightfoot (PL); Andy Godsall (AG); Andy French (AF); Richard Rowe (RR); Robert Haycocks (RH); Karen Dalby Aggett (KD);	
<b>Apologies</b>	Paul Vaughan (PV); Sharon Kelly (SK); Sally Harmer (SH);	
<b>Minutes of the Last Meeting</b>	The minutes of the last meeting were corrected and approved.	
<b>Skills Register</b>	<p>AG presented the consolidated skills register from the 7 responses received.</p> <p>The register showed a good spread of skills with some gaps. Not all recipients responded which was attributed to them possibly being daunted by the form.</p> <p>It was agreed that the skills search would continue after the task related requirements were known and specific skills could be requested.</p> <p>A related question should be put on the first public questionnaire.</p>	
<b>Appointment of Members of the Steering Group</b>	<p>All those present plus those who were not present but expressed a willingness to become a member have been entered onto the list of members as shown below:</p> <p>Mike Jelly  Jackie Leftly  Paul Lightfoot  Andy Godsall  Andy French  Richard Rowe  Robert Haycocks  Karen Dalby Aggett  Paul Vaughan  Sharon Kelly  Sally Harmer  Richard Bowe</p> <p>Rather than assume a willingness to become a member, an email will be sent to those on the “ndpteam” list asking if they wish to be added to the list of members.</p>	<b>AF</b>

<p><b>Appointment of Members of Steering Group Officers</b></p>	<p>In the discussions prior to electing the officer roles, it was agreed that these constitutional positions were to manage the responsibility area, rather than perform all tasks within the responsibility area, and that tasks would be completed with the help of other members of the Steering Group.</p> <p>Some further discussion need to take place before the Chair is elected and that decision will impact on the choice of Vice-Chair.</p> <p>The officers elected were as follows:</p> <p>Chair – t.b.a. (Paul Lightfoot on an interim basis)  Vice-Chair – t.b.a .  Secretary – Andy French  Treasurer – Andy Godsall  Communications – Sally Harmer</p>	
<p><b>Communications and Engagement Strategy</b></p>	<p>MJ had drafted and circulated a Communications and Engagement Strategy prior to the meeting.</p> <p>MJ stressed that the plan was ambitious in terms of reach and that some aspects of the plan may not be executed due to practical reasons. But the principle of reaching everyone in the community remains the objective.</p> <p>Minor changes were made to the draft.</p> <p>The dates in the plan will change to reflect the overall NDP project plan after the next meeting which will be dedicated to the project plan. The Communications and Engagement Strategy can be formally adopted at or after that meeting.</p>	
<p><b>Any Other Business</b></p>	<p><b>Outreach Events</b></p> <p>AG updated the meeting on outreach activity at the Mill Pool Centre at which 4 new members were recruited.</p> <p>Further events are planned for:</p> <p>Polperro Surgery Flu Jab session on 21<sup>st</sup> October between 14:30 and 16:30 at which AG and SH will be in attendance.</p> <p>Mill Pool Centre on 23<sup>rd</sup> October between 10:00 and 12:30 at which AG and KD will be in attendance.</p> <p>Old Bridge Surgery Flu Jab session on 7<sup>th</sup> November between 08:30 and 12:30 at which AG and SH will be in attendance.</p> <p>Suggested co-ordination with Cllr Hannaford's surgery in the Chapel. No date or times agreed.</p>	

	<p><b>Parish Maps</b></p> <p>The need for suitably sized parish maps at the outreach events was discussed.</p> <p>There were a number of options discussed:</p> <ul style="list-style-type: none"> <li>• AG had located a commercial supply of suitable maps.</li> <li>• Cornwall Council had offered to supply maps to the NDP group.</li> <li>• Cornwall Council's on-line mapping service.</li> </ul> <p>It was agreed that A3 was a suitable size.</p> <p>It was also agreed that a 3 x A2 fanfold display holder be purchased at a cost of approximately £60 plus VAT.</p> <p>Cllr Hannaford's offer of a Community Chest grant would be accepted to provide funds ahead of getting a Locality Grant.</p>	
<p><b>Date of Next Meetings</b></p>	<p>The timing of meetings was discussed with regard to minimise exclusion from attending the Steering Group meeting. To this end it was agreed that preferences be sought by email from Steering Group members as to morning, afternoon or evening times and day of the week. It was recognised that a perfect fit was unlikely to be achieved.</p> <p>6<sup>th</sup> November 11:30 at Jackie Lefly's house.</p>	<p><b>AF</b></p>