

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 6

6th January 2016 11:00 at Jackie Leftly's House

| Agenda Item | Detail | Actions |
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| Members Present | Mike Jelly (MJ); Jackie Leftly (JL); Paul Lightfoot (PL); Andy Godsall (AG); Andy French (AF); Richard Rowe (RR); Robert Haycocks (RH); Sharon Kelly (SK); Sally Harmer (SH); Mike Rolls (MR); | |
| Apologies | Paul Vaughan (PV); Karen Dalby-Aggett (KD); Richard Rowe (RR); | |
| Minutes of the Last Meeting | The minutes of the last meeting were approved. | |
| Matters Arising | The Wordpress training session is to take place in a dedicated meeting to be organised. | AF |
| Update on Progress | <p>There have been 9 outreach events in the last couple of months. In the 10 outreach events in 2015 (including the Lansallos Fete) 91 further contacts have been made and details acquired. The total number of contacts is now 162 which is approximately 10% of the parish population at the last census.</p> <p>Rebecca Morse has produced a beautiful design but it does not quite meet the brief for a banner-shaped logo incorporating familiar features of the area. SH and JL to meet with Rebecca regarding an alternative design.</p> | SH/JL |
| Coastal Communities Fund | <p>AG led a discussion on the best way to engage with the CCF and other grant bodies.</p> <p>It was agreed that a Coastal Communities Team (CCT) should be established.</p> <p>It was agreed that the CCT should be a support group for all organisations within the parish with appropriate projects that could attract grant funding.</p> <p>Whilst the implementation of the eventual NDP will undoubtedly benefit from such funding, it was agreed that the CCT should not be formally part of the NDP but operate in parallel. The NDP will be just one of many organisations that could apply through the CCT for assistance.</p> <p>AG to continue to lead the establishment of the CCT.</p> | AG |

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| <p>Communications and Engagement Strategy</p> | <p>Some minor changes to the CES were agreed enabling the strategy to be formally adopted.</p> <p>Cost estimates for the CES activities will be made in order to quantify the funding requirements for this aspect of the NDP. Once these estimates are completed we will be in a position to apply for a grant to cover the overall costs of preparing the NDP, most likely after our February meeting.</p> <p>A Wordpress training event will be organised by AF to enable additional steering group members to update website pages.</p> | <p>AF</p> |
| <p>Forthcoming Events and Activities</p> | <p>Local organisations have been emailed with a request/offer to attend a meeting of the organisation to seek input from the organisation.</p> <p>Harbour Trustees – A reply to the email has been received stating that the request will be discussed at the next meeting (February).</p> <p>Ladies Fellowship – A meeting is scheduled for 26 January at 2.30 pm, SK, MJ, PL and SH to attend and MJ will lead the discussion SH will email the remaining local groups and organisations to elicit interest in arranging an NDP discussion in the next couple of months.</p> <p>PPG – Graham Pollok has raised with Ian Elliott but no reply as yet, AF to raise at the next PPG meeting.</p> <p>School – A reply has been received stating that it was to be discussed at the most recent Governors' Meeting and that the Chair and Vice Chair of Governors and the head would meet with the NDP representatives.</p> <p>Village Hall & Museum – Awaiting a reply from Tony White for these two organisations.</p> <p>PEG – Event planned for 28th January at the Mill House subject to permission from the landlady.</p> <p>SH will email the remaining local groups and organisations to elicit interest in arranging an NDP discussion in the next couple of months.</p> <p>With the formal documents agreed (Constitution, CES and Plan), we will arrange a meeting with our designated planning officer at Cornwall Council to invite comments and confirm that we are following NDP procedures correctly.</p> <p>An initial welcome/update email to be sent to the NDP contact list of people who expressed an interest at the public events. The email should update the recipient on progress since the start of the NDP</p> | <p>PL</p> <p>SH/AF</p> <p>SH</p> |

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| | <p>process.</p> <p>Monthly brief updates of the meetings should take place thereafter.</p> <p>The household survey should be the main topic of the next meeting including cost estimates as a basis for applying for a grant.</p> | |
| Any Other Business | None was discussed. | |
| Date of Next Meetings | 3 rd February 2016 11:00 at St John's Church house. | |