

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 7

3rd February 2016 11:00 at St John's Church house

Agenda Item	Detail	Actions
Members Present	Mike Jelly (MJ); Paul Lightfoot (PL); Andy French (AF); Sharon Kelly (SK); Sally Harmer (SH); Mike Rolls (MR);	
Apologies	Jackie Leftly (JL); Paul Vaughan (PV); Karen Dalby-Aggett (KD); Richard Rowe (RR); Andy Godsall (AG); Robert Haycocks (RH);	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	The Wordpress training session took place on 26 th January. SH has discussed the NDP logo with Rebecca Morse who will create another logo in line with the brief to be a “letter head” banner logo that can be used on the website and paper media. The first draft is imminent.	
Update on Activities Completed and in Progress	Meetings had taken place with: PEG on 21 January, Ladies Fellowship on 26 January, Village Hall Committee on 26 January, at which SH took verbatim notes of the concerns and issues raised The first NDP Update had been sent to 123 email addresses (6 of which bounced), 22 paper copies were delivered by hand, and 2 sent by post.	
Forthcoming Events and Activities	<p>PPG – Attend and present at the 16th February meeting of PPG.</p> <p>Harbour Trust – At the 4th February meeting the trust will discuss how they wish to engage with the NDP. SK will get an update after the meeting.</p> <p>Football Club – No response has been received from earlier communications. PL to re-contact.</p> <p>Polperro School – SH to contact Lucy Fillimore, Karen Bowdler and Louise Gilbert to arrange joint meeting to discuss how best to engage with the children of the parish</p> <p>Polperro Family History Society – The annual event will be held on 23-24 April. PL to liaise with the society regarding involvement in the NDP.</p> <p>Other organisations that should be contacted are: Rifle Club, Rowett Institute, Brownies, Nursery, National Trust,</p>	<p>SK</p> <p>PL</p> <p>SH</p> <p>PL</p>

	<p>Polperro Festival, East Cornwall Society of Artists and Artists in Cornwall.</p> <p>The Looe Society Day will be held in the Mill Pool Centre on 27th February from 11:00 to 16:00 and will be resourced at various times by PL, AF, JL, AG and SH</p> <p>Weekly “Drop In” events will held at the Museum Tearooms from 11:00 – 12:30 each Thursday from 3rd March. SH to produce a poster.</p> <p>NDP Updates – SH advised that the next update to NDP contacts will be scheduled for end March</p> <p>NDP Flyers – SH to put flyers in the Polperro Post Office and Polperro Surgery</p>	
<p>Research</p>	<p>It was agreed that following completion of the meetings with organisations, the next stage of gaining input to the plan should be a household survey.</p> <p>A wide ranging discussion was held considering the needs of different groups within the community, how they should receive, complete and return the questionnaire.</p> <p>Whilst no final decisions were made, key elements of the approach were:</p> <ul style="list-style-type: none"> • Everyone in a household should be able and encouraged to complete a questionnaire. (Further copies to be downloadable or sent to households on request) • The questionnaire should be available online and in paper form. • The questionnaire should not be anonymous in order to deter “spam” or multiple responses • The respondent should not be identifiable from answers given in any published or distributed analysis • Drop off points should be made available for the ease of the respondent • SAEs to be provided <p>It was agreed that the next meeting should be dedicated to the subject of the questionnaire in terms of the questions, distribution and costs. A draft questionnaire being the output from that meeting.</p> <p>In preparation for the next meeting, all members should:</p> <ul style="list-style-type: none"> • Consider the question “what do we want to know?” • Research questionnaires from other NDPs • View the http://plan4saltash.co.uk/ site and online survey. • View the Lanteglos NDP online survey which can be found at http://freeonlinesurveys.com/formresponse/survey.asp • A request via Facebook should be made for a business with a franking machine to explore if this may be a more cost 	

	<p>effective route for posting than buying stamps.</p> <p>Further research is required in the area of:</p> <ul style="list-style-type: none"> • Housing – Local Plan and Network Panel Area • Land owners map of the parish • County Assets Register • Holiday Lets/Second Home List 	
Finance	<p>The Treasurer was ill and not present but SH gave a verbal report on his behalf..</p> <p>AG to prepare a draft application for funding, based on 2nd class post for all surveys in the village, enclosing a 2nd class sae to return the survey, printing 2000 sheets of A4 using colour logo, plus window envelopes and collection boxes for returned surveys in Polperro Post Office, Polperro Surgery, Polperro Primary School. The application should also include sums for general postage, stationery, printing, envelopes, miscellaneous costs associated with producing the survey, also IT analysis of the survey results. AG to circulate the draft funding application to the Steering Group the week before the next meeting on 2 March, for submission to CC in early March, copy to Grant Sharpe at the PCC.</p> <p>AG has researched franking costs and the best priced option, Pitney Bowes, is still fairly expensive with a one year contract. AG has tried to liaise with Steve Besford-Foster re potential areas co-operation with the Looe NDP group but has received no response to date: Edwina Hannaford has agreed to follow up with SBF and will revert.</p>	
Steering Group Officers	<p>PL agreed to take the office of Chair on a permanent basis rather in an acting role.</p> <p>MJ agreed to take the office of Vice-Chair.</p>	
Any Other Business	<p>None was discussed.</p>	
Date of Next Meetings	<p>2nd March 2016 10:00 at Mike Rolls' house. (Subsequently moved to Jackie Leftly's House)</p>	