

# Polperro Neighbourhood Development Plan

## Steering Group Minutes

### Meeting 18

15 February 2017 09:30 at Porthallow House

<b>Agenda Item</b>	<b>Detail</b>	<b>Actions</b>
<b>Members Present</b>	Paul Lightfoot (PL); Jackie Leftly (JL); Sally Harmer (SH); Andy Godsall (AG); Mike Jelly (MJ); Robert Haycocks (RH); Mike Rolls (MR)	
<b>Apologies</b>	Andy French (AF); Sharon Kelly (SK); Richard Rowe (RR); Paul Vaughan (PV); Karen Dalby-Aggett (KD)	
<b>Minutes of Last Meeting</b>	The minutes of the last meeting were approved.	
<b>Matters Arising</b>	Matters arising from the minutes to be addressed in following agenda items.  SH will ask AF for an update on the Net Loft responses summary to KDA, the Sclerder Abbey meeting/discussion, and provision of an updated summary of the questionnaire results and comments.	<b>SH / AF</b>
<b>Finance</b>	The balance of the contingency fund is £200, plus an additional £50 being one of the prizes returned by its winner as a donation, with the suggestion that the Steering Group have a drink on her. It was decided to return this to the contingency fund for now, and a decision on its use would be made nearer the end of the NDP process.  A new claim will be sent to Locality once Kath Statham has provided costs for the production of the Landscape Character Assessment. The claim will include projected costs for CRCC and £420 for James Evans for his workshop, in addition to those for the LCA. It was agreed that AG should proceed with the claim as soon as practical and there was no need to wait until the next NDP meeting on 22 March. AG will liaise with AF re costs of renewing software licences, mobile phone etc. There may also be costs relating to production and distribution of the summary results of the household questionnaire.	<b>AG / AF</b>
<b>Review Recent Events</b>	MJ, RH and JL attended a Cornwall Community Land Trust event in Truro on 27 January. MJ explained how a CLT would work and outlined the options available for affordable housing. It was agreed that this was a useful connection to have made, particularly once the housing requirements of the parish are known.  The Prize Draw on 2 February had taken place, with the Mayor of Polperro drawing three lucky winners, and an article and image have been sent to the Cornish Times – SH to check when this will appear.	<b>SH</b>
<b>Plan Forthcoming Events</b>	Hyperactive – MJ is to attend their session on 21 February and will report at the next NDP steering group meeting.  Brownies / Guides interactive session – SH now has dates from MJ and SK and hopes to be able to arrange a date with Karen Bowdler in the next few weeks.	<b>MJ</b>  <b>SH / MJ / SK</b>

	<p>Cornwall Council NDP Surgery - PL, SH and AG will attend the NDP surgery on 8 March at 10:30 am at Bodmin: PL to notify Cornwall Council, others may also attend if they so wish.</p> <p>Looe NDP – AG will chase Edwina Hannaford re a meeting to discuss Polean and the Looe LCA.</p>	<p><b>PL / SH / AG</b></p> <p><b>AG</b></p>
<p><b>Summary &amp; Circulation of Findings of Household and Business Surveys</b></p>	<p>It was agreed that a double sided leaflet of the household questionnaire results and the next steps to be taken in the process would be distributed (by hand where possible) to every household in the parish. SH will ask AF to send her an updated file of responses and comments and MJ will draft the leaflet within the next week. The leaflet will also be made available at the Polperro Post Office. More detailed household and business questionnaire results would be published on the NDP website.</p>	<p><b>SH / AF / MJ</b></p>
<p><b>Plan Steps for Drafting NDP and supporting documents</b></p>	<p>The meeting reviewed a draft list of ten major tasks required to complete the NDP.</p> <p>PL will contact Cornwall Council to obtain hard copies of the Cornwall Local Plan and the National Planning Policy Framework, if available.</p> <p>MR will review the Polperro Conservation Area Appraisal to assess what amendments may be required to update the document.</p> <p>SH has obtained the 1894 Act of Parliament relating to Polperro Harbour but has further research to carry out before reporting back to the Steering Group.</p> <p>JL will obtain the latest Homechoice Register numbers for the parish housing requirement with, if available, an analysis of how these are calculated. Regular updates of these numbers will be requested and will be a topic to discuss at the CC surgery on 8 March.</p> <p>MR will update the NDP project plan with the latest tasks.</p> <p>SH will send JL a file of all addresses in the parish (council tax and business rates), copy to PL. From this file the Steering Group will use local knowledge to classify each dwelling as a permanent residence, second home or holiday let.</p> <p>AG is awaiting a response from Kath Statham regarding the possible timing of the Landscape Character Assessment and definition of the settlement boundary.</p> <p>PL asked all Steering Group members to review the Roseland NDP documents in the Dropbox folder, in preparation for a meeting on 22 February at 9.30 am at Pleydon Meadow to begin work on drafting the objectives and policies for the NDP.</p>	<p><b>PL</b></p> <p><b>MR</b></p> <p><b>SH</b></p> <p><b>JL</b></p> <p><b>MR</b></p> <p><b>SH</b></p> <p><b>AG</b></p> <p><b>ALL</b></p>
<p><b>Any Other Business</b></p>	<p>There was none.</p>	
<p><b>Date of Next Meeting</b></p>	<p>Wednesday 22 March 2017 09:30 – 12:30 at Porthallow House.</p>	