

Polperro & Lansallos Parish Neighbourhood Development Plan

Steering Group Minutes

Meeting 19

22 March 2017 at 09:30 at Porthallow House, Bridals Lane

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Andy Godsall (AG); Sally Harmer (SH); Jackie Leftly (JL); Sharon Kelly (SK); Mike Rolls (MR); Richard Rowe (RR)	
Apologies	Andy French (AF); Robert Haycocks (RH); Paul Vaughan (PV) and Mike Jelly (MJ)	
Minutes of Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	There were no matters arising from the minutes.	
Finance	AG reported he had been in touch with Locality / Groundwork: the current government funding will cease in December 2017 and applications for funding this year should be spent within six months but no later than end December. AG has prepared a list of foreseeable potential expenditure and it was agreed that the application should be submitted as soon as possible, next week at the latest.	AG
Review Recent Events	<p>Meetings in Bodmin and Truro 7 March PL reported on the useful meetings held with Colleen O’Sullivan, our CC planning officer, and Kath Statham, one of CC’s landscape architects. A number of questions had been answered and PL had circulated these to Steering Group members. Colleen O’Sullivan said she hoped to hold more surgeries in future. Kath Statham had explained the LLCA process – see the LLCA item below.</p> <p>Survey results distribution The results summary is in the process of being distributed to about 935 households in the parish – it has also been emailed to NDP contacts and groups and organisations, on Facebook and on the NDP website.</p> <p>Brownies and Guides meeting SK reported that the evening had gone well, the exercise with the Guides had been productive, perhaps less so with the Brownies who found some ideas challenging. The event was well attended with nearly 30 girls taking part, the majority of whom are resident in the parish. MJ has the completed summary sheets and the results will need to be analysed.</p>	<p>PL</p> <p>All</p> <p>MJ</p>

	<p>Hyperactive – MJ to report progress.</p> <p>Sclerder Abbey – AF to report progress.</p>	<p>MJ</p> <p>AF</p>
<p>Plan Forthcoming Events</p>	<p>Summary and circulation of findings from the business survey – awaiting input from AF</p> <p>Review of Polperro Conservation Area Appraisal - MR advised that the current appraisal is well written but is now out of date in certain areas, including identification of important buildings, and that it should be reviewed, probably by a professional. Colleen O’Sullivan had given us the name of Nick Cahill to approach for advice – MR will contact him. In due course we could also contact David Moore, who produced the original version. Once costs are known we will decide how to proceed.</p> <p>Review of Permitted Development Rights – MR said that planning officers usually advise on a case by case basis but in an AONB Permitted Development Rights are slightly reduced, for instance rights to build extensions, changes to cladding etc. He referred to a 50 page document on the Government’s Planning Portal, he will look further for a summary format that would be more relevant to our parish. If not found, then SH offered to try to producing one ourselves.</p> <p>Review of the Cornwall Design Guide – PL and SH have read the guide and it was felt that it, and the revised Conservation Area Appraisal, should be sufficient for the purposes of the parish’s NDP.</p> <p>Local Landscape Character Assessment workshop and fieldwork – Stage 1 is classification by landscape type which is fairly simple, mainly a desk-based exercise by topography. Stage 2 is more complex, identifying the settlement boundary for Polperro, and classifying all adjacent parcels of land for their sensitivity to development. A workshop with Kath Statham has been provisionally booked for 29 March at 10 am at the Village Hall to start the Stage 1 process and to ask questions about Stage 2, to be attended NDP Steering Group members. PL to contact Kath Statham and confirm we’d like to go ahead, and ask her what relevant materials we need to provide.</p> <p>Drafting Policies – PL has updated the latest draft policy document to reflect recent discussions, but there is still a good deal of work to be done and it needs to be further reviewed by the Steering Group. In due course, the draft policy document will be reviewed by either CRCC or Colleen O’Sullivan. A meeting was arranged for Thursday 30 March at 9.30 am to continue the draft policy review.</p>	<p>AF</p> <p>MR</p> <p>MR</p> <p>All</p> <p>PL</p> <p>All</p>

	<p>Classification of Dwellings – JL advised that this is work in progress.</p> <p>Data Sources – CO is to advise whether we can get a more representative Insight Report that matches the parish boundary.</p> <p>Project Plan Update – MR circulated the latest version of the project plan. SH will send MR a list of the tasks completed so far, Steering Group members proposed some amendments and MR will update the project plan and recirculate in the next few days.</p>	<p>JL</p> <p>MR / SH</p>
Any Other Business	There was none.	
Date of Next Meeting	Wednesday 26 April at 09:30 at Porthallow House.	All