

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 21

21st June 2017 09:30 at Porthallow House

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Andy French (AF); Sally Harmer (SH); Andy Godsall (AG); Robert Haycocks (RH); Mike Rolls (MR);	
Apologies	Paul Vaughan (PV); Richard Rowe (RR); Karen Dalby-Aggett (KD); Jackie Leftly (JL); Mike Jelly (MJ); Sharon Kelly (SK);	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	There were no matters arising from the minutes.	
Finance	Current funds (£4,708.00) need to be used by October.	
Review Recent Events	<p>Conservation Area Appraisal – MR, AF, AG and JL attended a meeting with Nick Cahill held in Polperro on 23/05/2017 and it was concluded that on balance the document should be revised.</p> <p>PL, MR, AG and SH attended the NDP Surgery with Zoe Bernard-John on 31/05/2017 and this had proved useful. Zoe had reviewed the documents provided (draft policies and housing statement) and recommended the format adopted by the Rame NDP. She also provided guidance on the settlement edge assessment and cell comparison methodology. There was some discussion about target housing numbers but Zoe advised these are currently under review: further information is awaited.</p> <p>PL and RH attended a Policy Writing Workshop by Steve Besford-Foster in Looe on 08/06/2017.</p> <p>Settlement Edge Survey – The 46 identified cells at the Polperro settlement edge have been surveyed by teams of Steering Group members and the results assessed using the traffic light methodology recommended by Zoe Bernard-John. The draft settlement edge assessment has been circulated to Steering Group members for their review; the cell surveys now need to be independently verified by different Steering Group members (or others) and additional information is needed from Zoe Bernard-John, a meeting has been requested for this purpose.</p>	
Plan Forthcoming Events	A meeting has been arranged to decide the next steps for review of the conservation area appraisal scheduled with Nick Cahill and Zoe Bernard-John for Wednesday 28 June at 10 am, venue tba. PL, MR, JL, AG and others will attend from the NDP Steering Group.	All

	<p>Classification of dwellings – awaited from JL.</p> <p>Settlement Edge Survey – see above, a meeting is to be arranged with Zoe Bernard-John. Other Steering Group members are to verify the cell surveys.</p> <p>Housing figures are awaited from Cornwall Council – Zoe Bernard-John indicated these would be available at the end of June.</p> <p>Draft vision, objectives, policies and NDP outline – on hold until further progress has been made on the settlement edge assessment. It is clear that the NDP should now include individual policies for spaces that are critically important to the community – for instance, the Big Green, the car park, the football club. The Rame NDP has been suggested as a possible model for this. These would support any future applications for grants or project funding.</p> <p>Cornwall Council meeting – the meeting with Zoe Bernard-John is to be arranged, to discuss the settlement edge assessment, housing numbers if available, and specific policy for the car park.</p> <p>The next update to NDP contacts is due, as is the progress report to Cornwall Council. AG suggested monthly updates should be circulated to NDP contacts, published on Facebook and the website but it was felt that quarterly updates were sufficient. SH will draft the next update following the 28 June meeting.</p>	<p>JL</p> <p>MJ / SK / JL</p> <p>AG</p> <p>SH</p>
Any Other Business	<p>Membership of NDP Steering Group – two members have not attended meetings for a lengthy period of time so it was agreed they would be asked whether they wish to continue their Steering Group membership.</p> <p>Review and possible minor amendments to NDP Steering Group Constitution – PL will add this to the agenda for the next Steering Group meeting.</p>	<p>PL</p> <p>PL</p>
Date of Next Meeting	Wednesday 26 th July 2017 09:30 – 12:30 at Headwell House.	