

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 22

26 July 2017 09:30 at Headwell House

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Sally Harmer (SH); Robert Haycocks (RH); Mike Rolls (MR); Jackie Leftly (JL)	
Apologies	Andy Godsall (AG); Andy French (AF); Mike Jelly (MJ);	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	<p>Steering Group Membership: PL had contacted Paul Vaughan and Karen Dalby-Aggett regarding their continued membership of the Steering Group and PV has resigned from the Steering Group but nothing has been heard from KDA. It was agreed that PV and KDA will be removed from the Steering Group membership, which now stands at 10.</p> <p>Steering Group Constitution Review was deferred to the next Steering Group meeting as two-thirds of the membership (7) were required to be present to approve the changes.</p>	PL
Finance	The CRCC invoice has been received, following payment of which funds will stand at £4288. AG is due to submit another expenses claim next week: he was asked to include tea/coffee and travel expenses - RH to advise AG.	AG / RH
Review Recent Events	<p>Meeting with ZBJ and NC: there had been a productive meeting between Steering Group members, ZBJ and NC on 28 June to discuss progress and the next steps on the settlement edge survey, draft policies and the Conservation Area Appraisal. Following the meeting ZBJ confirmed that Lansallos Parish' minimum NDP housing target to conform with the Cornwall Local Plan is 18.</p> <p>Settlement Edge Survey: see Forthcoming Events</p> <p>Infill Site Surveys: those for Polperro Conservation Area, Trenewan, Lansallos Village and Talland have been completed: see Forthcoming Events.</p> <p>Conservation Area Appraisal – MR, PL and JL have reviewed the current appraisal document and agreed some revisions. MR will send the marked-up draft to NC for comment. The revised Appraisal covers new developments such as the Big Green and is designed to improve awareness and enforcement of the conservation area. MR will also remind NC about the outstanding documentation.</p> <p>CIC Meeting: attended by AG and SH, there had been an update on progress in the past year, current projects in hand, existing funding requirements, and requests for sponsorship from companies and individuals. The CIC already</p>	MR

	<p>has a shortlist of projects requiring funding and advised that additional project suggestions coming forward to the CIC should be accompanied by detailed project proposals. SH advised the CIC that the NDP questionnaire exercise had produced a range of project suggestions and these will be forwarded to the CIC for information later in the planning process.</p> <p>SH published the update to NDP contacts in early July and emailed the latest progress report to ZBJ and David Read. These regular updates are also sent to local groups and organisations and published on Facebook and on the website.</p>	
Plan Forthcoming Events	<p>Classification of dwellings – JL is making progress but more remains to be done</p> <p>Settlement edge survey – the independent verification of the site surveys remains to be done and SH has emailed JL, MJ and SK with map and survey spreadsheet. JL will follow up with MJ and SK with a view to carrying out the required independent checks of selected cells, prioritising those with the fewest red/amber traffic lights.</p> <p>Infill/rounding site surveys – surveys still to be undertaken are Killigarth by MR / JL and Langreek / Longcoombe by RH / SH.</p> <p>Following completion of the independent verification of the settlement edge survey and the remaining infill / rounding site surveys, a separate meeting will review all these for reasonableness and accuracy – arranged for Wednesday 30 August, following the monthly Steering Group meeting.</p> <p>Draft vision, objectives, policies and NDP outline – PL and SH to recommence work on drafting, following ZBJ’s advice to follow the Rame example and not that of Roseland Peninsula. They will review policies to ensure none are duplications of those in the Cornwall Local Plan and focus on those insufficiently or not covered at all by the CLP. Individual policies for spaces that are critically important to the community will be included – for instance the Big Green, the car park and the football club.</p> <p>Next meeting with Cornwall Council – an invitation to the next NDP surgery in Bodmin / Liskeard has been declined, preferring to have a separate meeting with ZBJ when appropriate.</p>	<p>JL</p> <p>JL / MJ / SK</p> <p>MR/ JL RH/SH</p> <p>All</p> <p>PL/SH</p>
Any Other Business	There was none.	
Date of Next Meeting	Wednesday 30 August 2017 09:30 at Porthallow House.	