

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 23

30th August 2017 09:30 at Porthallow House

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Jackie Leftly (JL); Andy French (AF); Sally Harmer (SH); Andy Godsall (AG); Mike Rolls (MR);	
Apologies	Richard Rowe (RR);	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	<p>Changes to the constitution were suggested as follows:</p> <p>Section - Activities and powers of the Steering Group</p> <p>Delete: “adjustments will be reported to PCC”.</p> <p>Section - Activities</p> <p>Change “Activities will include” to “Activities may include”.</p> <p>Section - Membership and officers of the Steering Group</p> <p>Subsection – The Chairman</p> <p>Change: “Together with the Secretary” to “Together with the other officers”</p> <p>Section – Meetings</p> <p>Delete: “Meetings will normally be held in the Meeting Room of the Village Hall”</p> <p>Change: “All meetings will be announced and the agenda circulated one week in advance, on the Website and through the email distribution list.”</p> <p>to</p> <p>“All meetings will be announced and the agenda circulated among Steering Group members three days in advance of the meeting.”</p> <p>These changes were agreed by the meeting and will be published on the website.</p>	AF
Finance	<p>The contingency account stands at £404.65.</p> <p>The outstanding funds held by PCC stands at £4,662.68.</p>	
Points For Discussion	<p>Settlement edge boundary</p> <p>No progress to report, substantive meeting follows this meeting.</p> <p>Infill sites surveys, Polperro</p> <p>Sufficient sites have been identified that if developed would deliver more than the required housing needs.</p>	

	<p>Classification of Dwellings JL is making progress and will continue liaising with local people.</p> <p>Village conservation area re-appraisal Awaiting a reply from Nick Cahill. MR to telephone.</p> <p>Review draft NDP documents and plan next step Various changes to the document were agreed. The revised version will be sent to Zoe Bernard-John as the basis for a meeting to be arranged as soon as possible. PL to organise.</p>	<p>MR</p> <p>PL</p>
Any Other Business	None was discussed.	
Date of Next Meeting	Wednesday 4 th October 2017 09:30 Kit Hill.	