

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 24

4 October 2017 09:30 at Kit Hill House

Agenda Item	Detail	Actions
Members Present	Paul Lightfoot (PL); Sally Harmer (SH); Robert Haycocks (RH); Mike Rolls (MR); Jackie Leftly (JL); Mike Jelly (MJ);	
Apologies	Sharon Kelly (SK); Andy French (AF); Richard Rowe (RR);	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	There were no matters arising	
Finance	Current funds balance remains at £4,662.68. Current grant allocation expires 16 October, reporting by 30 October but the current funding window is now open until the end of the financial year 31st March 2018. If we need more funding to cover this period we can apply to revise or extend the current funding or apply for a new funding up until the end of January 2018.	AG
Points for Discussion	<p>As a result of the meeting with ZBJ, the settlement edge boundary of Polperro is now to be known as the Development Boundary. The Development Boundary current includes the area of cells 16 and 17 and some of cell 41 and should be brought closer to the edges of properties on the east side of The Coombes.</p> <p>An up to date Ordnance Survey map of Polperro village will be bought, in hard copy and image format.</p> <p>The independent verification of the edge of settlement cell surveys is still to be completed - MJ has carried out some walk-rounds and desk based review of many of the cells and he and JL will complete this exercise, emailing the results to SH.</p> <p>The remaining infill/rounding site surveys of Killigarth and Langreek/Longcoombe have been completed.</p> <p>Classification of dwellings – some progress has been made. JL has received input from a knowledgeable long-term local resident and AF will be asked to update with the most recent address list he has to a spreadsheet for JL.</p> <p>Village conservation area re-appraisal – progress has slowed, MR has chased Nick Cahill for responses and will continue to do so. It is hoped that this exercise will run in parallel with the NDP plan process.</p> <p>Review of latest NDP document draft and plan our next steps – PL reported on the recent positive meeting with ZBJ, she had provided a number of</p>	<p>SH / MR</p> <p>AG</p> <p>MJ / JL</p> <p>JL / AF</p> <p>MR</p>

helpful comments on the draft plan and was happy with the direction of the NDP.

PL

The main area that needs clarification and additional work is Policy 3 Energy Saving and Carbon Reduction Measures. We need to reconfirm the current standards and whether more stringent standards are allowed to be set by the NDP. ZBJ had indicated that this policy could not be tougher than the current standards but as our community has expressed its views we believe the draft NDP should reflect them. MJ to look into current standards and research solar tiles etc.

MJ

The meeting was adjourned and will be re-convened at 1.30 pm tomorrow 5 October at Kit Hill House, to continue review of the draft NDP, to discuss the next steps and to agree any additional funding required.

All

Meeting resumed with the addition of Andy French in attendance.

The remaining policies were reviewed in the light of the comments from ZBJ and amended.

Next Steps

A list of next steps were considered and will be carried out as follows:

• Review the development boundary	This has been done subject to further detailed checking during the consultation process
• Review the present draft of Policy 3 on building standards	MJ will research a more precise definition of standards, meanwhile maintain draft as agreed in this meeting
• Decide which infill sites to show in our evidence base documents	This will be a question to discuss with the CRCC
• Finalise all maps for the main document and the evidence base	SH with assistance as needed
• Speak with Looe NDP Team to co-ordinate policies for Polean – SH	SH will contact the Looe NDP consultant and/or chair person
• Finalise the draft NDP with input from the key people/organisations in the following order:	Initially PL to update based on this meeting, for review by the steering group before sending to CRCC
1. CRCC	PL to arrange initial contact, draft questions for CRCC to address and establish costs
3. SEA Screening	Submission to CC after CRCC review
4. Present to the PCC	Presentation after SEA screening
5. Contact local people and organisations likely to have direct interest in NDP policies	Details to be agreed

	<table border="1"> <tr> <td>6. Public Consultation</td> <td>Details to be agreed</td> </tr> </table> <p>Other steps were considered appropriate after the above had been completed.</p>	6. Public Consultation	Details to be agreed	
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Any Other Business	There was none.			
Date of Next Meeting	Wednesday 1 November 2017 at 9:30 am at Kit Hill House.			