

**Polperro Neighbourhood Development Plan  
Steering Group Minutes  
Meeting 28**

14 March 2018 09:30 at Headwell House

<b>Agenda Item</b>	<b>Detail</b>	<b>Actions</b>
<b>Members Present</b>	Paul Lightfoot (PL); Sally Harmer (SH); Robert Haycocks (RH); Jackie Leftly (JL); Mike Jelly (MJ); Andy Godsall (AG); Andy French (AF);	
<b>Apologies</b>	Mike Rolls (MR);	
<b>Minutes of the Last Meeting</b>	The minutes of the last meeting were approved.	
<b>Matters Arising</b>	There were no matters arising.	
<b>Finance</b>	Current funds balance remain at zero. The contingency fund stands at £455.57.	
<b>Points for Discussion</b>	<p><b>Polperro Conservation Area re-appraisal</b></p> <p>Nick Cahill is proving difficult to contact, however this will not hold up progress on the NDP.</p> <p>Advice will be sought from Zoe Bernard John on whether there is someone else who we can contact on the Conservation Area.</p> <p><b>CC comments on the draft NDP and our response</b></p> <p>Zoe Bernard John confirmed that SEA screening will not be required for the NDP.</p> <p>All the comments received from Cornwall Council were discussed and a further draft document will be prepared based upon those comments.</p> <p>Paul Lightfoot to make discussed changes to draft NDP and then circulate to team; and also look at HQM website.</p> <p><b>Plans for pre-submission consultations</b></p> <p>At the PCC meeting on 19<sup>th</sup> February, the council made the following resolution, <i>“to request that, after the satisfactory completion of Cornwall Council’s SEA Screening process, the NDP Steering Group publishes the draft plan and</i></p>	<p>PL</p> <p>PL</p>

*initiates a community consultation for a minimum period of six weeks."*

Plans were made for public consultation events in the lower and upper parts of Polperro as follows:

20<sup>th</sup> - 22<sup>nd</sup> April in a suitable location in the upper part of the village, discussions in progress..

26<sup>th</sup> - 28<sup>th</sup> April in the Methodist Chapel.

Adverts will be placed in the Cornish Times and Cornish Guardian just prior to the events.

The draft NDP document will be published on the website and on Facebook prior to holding the community consultation events, and it will be emailed to the NDP email contact list, local groups and organisations, and local businesses via PPG. Paper copies will also be made available for reference at a number of venues in the parish frequented by locals.

For residents who attend the community consultation and wish to read the draft NDP at home but are unable to go online to do so, we will take their details and get a paper copy to them.

Feedback will be possible on-line and through paper forms at the events.

A feedback page is to be set up on the web site to record comments from public reviewers.

A rota of who attends which consultation events is to be drawn up with a minimum cover of two per session.

### **Funding requirements and grant application**

Funding is required for:

- Advertising the events.
- Renting the venues for the public consultation and associated refreshments.
- Printing 100 hard copies of the NDP document.
- General administration such as travel expenses, posters, maps required to finalise the draft NDP and organise the public consultation.

AG to apply for suitable funding to cover these expenses.

PL

AF

MJ

AG

<b>Any Other Business</b>	None was raised.	
<b>Date of Next Meeting</b>	Wednesday 9 <sup>th</sup> April 2018 at 9:30 am at Porthallow House.	