

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 13

14th September 2016 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); Richard Rowe (RR);	
Apologies	Paul Vaughan (PV); Sharon Kelly (SK); Mike Jelly (MJ); Robert Haycocks (RH); Mike Rolls (MR);	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	There were no matters arising from the minutes.	
Finance	Nearing the end of the 6 th Month window within which the initial grant allocation should be claimed. Claimable items to be purchased now.	
Review Recent Events	British Legion – A meeting was held with the Legion Committee and was a useful discussion that focussed mainly on affordable homes for local people. Drop In Sessions – Continuing.	
Plan Forthcoming Events	A Brownies follow up meeting is being planned with an interactive planning map. Hyperactive event to be planned with Lucy Finnimore. MJ to liaise with Lucy. Drop in sessions all planned for September.	MJ
Household and Business Questionnaires	A schedule of household and business survey tasks was completed starting from the date at which the on-line and paper versions have been completed and fully tested. PL to circulate. A list of farms to be drawn up as farms don't pay business rates and are therefore not on the database being used to target business premises. RR to draw up. The Household Questionnaire will give details of how businesses without business premises can complete a business questionnaire. Ts&Cs to be written by AG SH to contact Pirate FM and BBC Radio Cornwall	PL RR AF AG SH

	<p>AG to register the NDP with the ICO.</p> <p>SH to email all contacts to request those who could help with questionnaire distribution.</p>	<p>AG</p> <p>AH</p>
Project Plan	<p>The first draft of the site allocation map for Polperro was distributed .</p> <p>Lansallos, Trenewan and Talland to be completed.</p>	
Any Other Business	<p>None was discussed.</p>	
Date of Next Meeting	<p>^{12th} October 2016 09:30 – 12:30 at Porthallow House.</p> <p>(The status of this meeting may change depending on the survey activity).</p>	