

# DRAFT MINUTES OF THE NP STEERING GROUP

## MEETING HELD IN THE WHITECROSS VILLAGE HALL

### TUESDAY, 3<sup>rd</sup> MAY 2018 @ 7pm

This meeting is open to the public, but recording is not permitted.

Minute	AGENDA ITEMS	Action
	<p><u>Welcome</u> – The Chairman welcomed all to the meeting.</p> <p>Present – Mrs Angie Crown, Mr Andy Simmons, Ms Liz Luck, Mr Gavin Shakerley, Cllr Margaret Shakerley and Cllr Pat Moore.</p> <p>Mrs Lesley Kay has resigned from the LLCA Group. A formal message of thanks has been sent to her for her invaluable work, and all present extended their thanks to her.</p>	
NDP/183	<u>Apologies for Absence</u> –	
NDP/184	<p><u>Minutes of the Last Meeting</u> – 20<sup>th</sup> March 2018.</p> <p>Agreed and signed as a true record.</p>	
NDP/185	<p><u>Local Landscape Character Assessment (LLCA)</u> – Members to receive a progress report and revise the final draft as necessary prior to setting up community exhibitions, first on 14<sup>th</sup> May at Annual Parish Meeting.</p> <ol style="list-style-type: none"> <li>The A4 printed versions were worked through and amendments agreed. Pages will be numbered when the draft has been completed after exhibition.</li> <li>Agreed that the A4 version and information leaflet will be available at the Annual Parish Meeting on 14<sup>th</sup> May and that A3 laminated sheets and bound A3 paper versions will not be printed until comments made then are available.</li> <li>Quote from Office Outlet to carry out this work to be held until then (£400.60)</li> <li>The possibility of completing Settlement Assessments which record the relationship of settlements with landscape, record building vernacular was agreed. Reference to the Roseland LLCA would provide a model. A set of notes to be devised. Pat, Gavin and Margaret offered to cover their local areas. Other members to be approached to cover Mixtow and Polruan. Most of the heritage buildings and listed buildings are already identified in the existing LLCA assessments. These assessments will provide the evidence for drawing up Building Design Codes for which technical support and further grant aid is available</li> <li>Agreed that the original Local Landscape Character Assessment Tables should be included in the finished document. We all have copies of these.</li> <li>Copies to be made available to Mr Tom Whipps, Head of Polruan Academy in a meeting to be arranged</li> </ol>	<p>Liz et al</p> <p>Pat</p> <p>Pat</p> <p>Pat, Gavin, Margaret to record Bodinnick and Highway</p> <p>Pat</p>
NDP/186	<p><u>NP Policies</u> – development of policies to come out of work on the LLCA. Members to receive an update, including feedback from Fowey Harbour Commission and Polruan School.</p> <ol style="list-style-type: none"> <li>The LLCA already shows a strong support for the Parish landscape and AONB, and more will be forthcoming from the results of the survey.</li> <li>A Call for Sites had been made through the Parish Magazine. This was necessitated by local knowledge of sites which might be available</li> </ol>	

	<p>for affordable housing, and that all landowners should be informed. Technical Assistance and further grant aid from Locality will be available to carry out Site Assessments. The results of these will form part of the NDP policies.</p> <p>c. We may also be required to complete an Environmental Impact Assessment by CC. Grant aid is available for this.</p> <p>d. Settlement Boundaries will need to be considered and the Fowey draft map was considered. To be discussed further at a future meeting.</p>																			
NDP/187	<p><u>Survey</u> – Members to receive an update.</p> <p>a. The survey is now live and being distributed by Every Corner Distribution. Closing date is 28<sup>th</sup> May. Collecting boxes and further copies will be available at The Luggar, The Russell, The Winklepicker, St Saviours, The Old Ferry Inn, Castleway at Highway. Further copies of the survey will also be available at these locations.</p> <p>b. Residents are being encouraged to complete the survey on-line and messages have been posted on social media. Reminders will be made</p> <p>c. Copies of the survey will be handed to students/young people by classmates before they board ferries to take them to Fowey.</p> <p>d. Further copies to be made available to Polruan School</p>	<p>Adrian</p> <p>Pat</p>																		
NDP/188	<p><u>Budget Position</u> – Members to receive an update.</p> <p>a. £320 has been paid to Clay Knight of Every Corner Distribution for distribution costs and £500.00 to Cornwall Rural Communities Charity for design work on the Survey, from Parish Precept</p> <p>b. An application has been made to Locality for a further installment of grant aid for £2250.00</p> <table><tr><th>Work to be carried out</th><th>Cost</th></tr><tr><td>Local Landscape Character Assessment</td><td></td></tr><tr><td>Printing &amp; exhibition costs</td><td>£300.00</td></tr><tr><td>Printing &amp; Packing of Detailed Residents' Survey (CC)</td><td>£829.74</td></tr><tr><td>Return Mailing Costs</td><td>£258.17</td></tr><tr><td>Room Hire</td><td>£200.00</td></tr><tr><td>Large Scale Maps</td><td>£200.00</td></tr><tr><td>Exhibition Stands x 6 @ £70.59 from Amazon</td><td>£423.54</td></tr><tr><td>Sub-total</td><td>£2250.00 (£2013.45)</td></tr></table> <p>It takes two weeks to submit and have approved. Thereafter we have until the end of the year in which to complete the work and submit a grant report. We can make a further application at any time and will consider making applications for Technical Support – up to a further £8000.00.</p>	Work to be carried out	Cost	Local Landscape Character Assessment		Printing & exhibition costs	£300.00	Printing & Packing of Detailed Residents' Survey (CC)	£829.74	Return Mailing Costs	£258.17	Room Hire	£200.00	Large Scale Maps	£200.00	Exhibition Stands x 6 @ £70.59 from Amazon	£423.54	Sub-total	£2250.00 (£2013.45)	<p>Pat</p>
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NDP/189	<p><u>Next Meeting</u> – A meeting in June was agreed as not necessary. Any work on updating of LLCA, Settlement Assessments, and results of Survey will not be available until July and can be disseminated by email. TBC</p>																			
NDP/190	<p><u>Any Other Business</u> –</p> <p>a. A meeting will take place on Thursday, 10<sup>th</sup> May with Andrew George of Cornwall Community Land Trust at 10.00am at the Community Room, to explore possibilities and have a better knowledge of what the potential is for LbyF</p>	<p>Pat</p>																		
NDP/191	<p><u>Meeting closed</u> – 8.20 pm</p>																			

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 3<sup>rd</sup> May 2018