

# MINUTES OF THE NP STEERING GROUP

## MEETING HELD IN THE WHITECROSS VILLAGE HALL

### TUESDAY, 11<sup>th</sup> JUNE 2019 @ 7pm

Present: Cllr. Moore OBE (SG Chairman)      Cllr. Shakerley      Cllr. Fisher  
 Cllr. Roger Talling      Mr Gavin Shakerley      Ms Liz Luck  
 Mr John Pollard      Dr Helen Doe

Minute	AGENDA ITEMS	Action
	<u>Welcome</u> – The Chairman welcomed everyone to the meeting.	
NDP/238	<u>Apologies for Absence</u> – the Clerk.	
NDP/239	<u>Minutes of the Last Meeting</u> – 12 <sup>th</sup> March 2019, <b>AGREED</b> as a true record.	
NDP/240	<p><u>Local Landscape Character Assessment (LLCA) Report</u> – Members received a progress report.</p> <ul style="list-style-type: none"> <li>The final draft prepared by Helen had been taken to St Austell Printing Company by Helen and Pat and some artwork done, including page numbering, some alterations to layout to make more legible. It is now available as a PDF file which has been circulated to all Councillors and members of the Steering Group. Printed copies were available at the meeting. There are still amendments to be made.</li> </ul> <p><b>AGREED</b> to go back to Ben Pipe at SAPC and request:</p> <ul style="list-style-type: none"> <li>Font style (not size) changes to be made where indicated on marked-up text.</li> <li>Maps to be enlarged to fill the page.</li> <li>Make images and accompanying text consistent throughout.</li> <li>Remove unnecessary blank pages.</li> <li>Make page numbering correspond with contents page.</li> <li>Apostrophes, spelling mistakes to be corrected and two lines of text to be deleted.</li> <li>Enquire whether this can be converted to Indesign.</li> </ul> <p>We now have heard from Ben Pipe as follows: <i>We can amend the word file for you but will have to charge (our artwork fee is £35 plus VAT an hour). We don't normally work in word, so can't guarantee we will be able to do all the amends.</i></p> <p>Guidance and comments required from members ASAP</p>	<p>Pat</p> <p>All</p>
NDP/241	<p><u>Draft Neighbourhood Development Plan</u> – Members received an update:</p> <ul style="list-style-type: none"> <li>After a visit to Situ8 by Margaret and Pat the final draft had been received from Paul Webber. This incorporates all amendments made at the Annual Council Meeting and comments from Polruan Town Trust. This had been circulated to all Councillors and members of the Steering Group. Printed copies have been made available to all.</li> <li>Minor amendments were made to the Local Green Spaces Map 3: Veverly and Picnic Area, Polruan.</li> <li>Gavin proposed and it was <b>AGREED</b> that Lanteglos-by-Fowey should be shown with hyphens inserted.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ms Luck was concerned that the section relating to Policy 3 – Important and Special Views was not complete. <b>AGREED</b> not to expand this until close of Public Consultation.</li> </ul>	
NDP/242	<p><u>Next Steps</u> – Copies of the draft NDP, LLCA Report have been forwarded to Melissa Burrow, Neighbourhood Planning Officer and Emma Ball at the NDP Team at CC for informal assessment and review. They have also been sent copies of the Public Consultation Timeline and the Sustainability Check document. The draft NDP and LLCA Report have also been forwarded to Claire Hoddinott, Environmental Officer, FHC. She has provided advice on biodiversity in the Harbour. <b>AGREED</b> that the next steps would be to engage in six weeks of public consultation:</p> <ul style="list-style-type: none"> <li>Interactive exhibitions to be held at Whitecross Product Market on 6<sup>th</sup> July and 3<sup>rd</sup> of August. Roger to source gazebo. Permission granted by Liz.</li> <li>Set up an exhibition at the Cream Tea to be held at Whitecross Village Hall on 20<sup>th</sup> July. Permission granted by Margaret.</li> <li>Set up a stall at the Church Fete in WI Hall on 10<sup>th</sup> August. Permission to be sought from Lulu Goddard.</li> <li>Static exhibitions to be set up at St Wyllow, St Saviour's, St John's. Permission to be sought from Reverend Marilyn.</li> <li>Static exhibition to be set up in Polruan Reading Room. Permission to be sought by Pat.</li> <li>Consideration to be given to setting up information posts at The Russell, the Luggar and the Old Ferry Inns. Outcome of the consultation evening at the Russell had been positive especially in making contact with younger residents and members wished to repeat this if possible. Permissions to be sought by Pat and approaches to be made to the Surgery in Polruan.</li> <li>Theme to be 'Have Your Say', showing residents 'What the Steering Group has Done'. Maps and printed versions of all documents to be available to read and to take away if people wish. Post-its, scribble paper, postcards for anonymous comments and contributions into postboxes at each place to be provided. These are already to hand. (Thank you to Helen for offering surplus WW1 Postcards.)</li> </ul>	<p>Roger et al</p> <p>All</p> <p>Pat et al</p> <p>Pat et al</p> <p>Pat et al</p> <p>All</p> <p>All</p>
NDP/243	<u>Future Meetings</u> – <i>Steering Group</i> – date TBC.	
NDP/244	<p><u>Any Other Business</u> –</p> <ol style="list-style-type: none"> <li>Affordable Housing Development – provision of two small dwellings at Greenbank is in hand through HRA but start and finish dates unknown.</li> <li>Redevelopment of two dwellings at Chapel land is in hand through HRA. Start and finish dates unknown. Cllr Hannaford is in touch with Ms Brain.</li> <li>Finance: we have approximately £290 remaining of latest tranche of grant which will mostly be taken up on community engagement and paying SAPC for artwork. There is approximately £1700 to be applied for up to our maximum of £9000. Approximately £1300 will be needed for Situ8 to prepare the Consultation Statement which is a legal requirement and cannot be done until after we have undertaken consultation. We cover this but money is tight. For printing of 30 copies of the LLCA to presentation standard we have been quoted £400+ by SAPC. Any printing in the meantime will be done in-house.</li> </ol>	
NDP/245	<u>Meeting closed</u> – 8.25pm.	

Signature: ..... (Cllr. Moore)  
Steering Group Chairman

Date: .....2019