

## LUXULYAN NEIGHBOURHOOD PLAN

## PUBLIC CONSULTATION EVENT

LUXULYAN VILLAGE HALL, 2-5 PM

JOB	NOTES	WHO IS DOING THIS?	DONE?
GRANITE TOWERS		RS	✓
LOCAL PAPERS	Speak to Hazel re Cornish Guardian. Contact The Voice etc..	RS	Didn't bother with the Voice this time. ✓
WEBSITE		RS	✓
BOOK VILLAGE HALL		GH	✓ Confirmed, booked from 13:00 to 18:00.
PRINT POSTERS	Print and laminate.	AC, GH, RS	✓
DISPLAY POSTERS		AC, GH, RS	✓
FINALISE QUESTIONNAIRES	Add CW address for returns, Data Protection advice and Facebook Information.	GH, JS, RS	✓ 500 ordered. Will be an insert in GT.
BUY REFRESHMENTS	Coffee, tea bags, sugar, sweeteners, biscuits, milk.	ML	
OBTAIN PRIZES FOR DRAW?			✓ Agreed not to have a draw.

GET DISPLAY BOARDS	BF has 8 boards available.	BF	
DISPLAY MATERIAL	MAPS, POSTERS, PHOTOS, PARISH PLAN	RS	<p><b>HISTORIC LUXULYAN</b>-18 A4 sheets showing photos that are on the walls in the Institute.</p> <p><b>WHAT IS A NEIGHBOURHOOD PLAN?</b> 6 x A4 sheets explaining what it is, plus 16 A4 sheets showing St Somewhere, which is Cornwall Council's example.</p> <p><b>OUR PARISH AND KEY QUESTIONS</b> – 15 A4 photos, plus key questions.</p> <p><b>WHAT DO YOU THINK?</b> Large map with post-it notes for people to add opinions.</p> <p>Also there are copies of our Parish Plan (2005) and the St Eval NP in ring folders</p>
ACTIVITIES	Post-it notes, stick on maps etc.	ALL	Have got post-it notes, pins, blu-tac.
PROJECTOR, SCREEN, EXTENSION LEAD	Get PC and screen from CW. Email presentation to AC.	AC RS	✓
SERVE REFRESHMENTS	Gill Haywood and Maggie Wright have volunteered. GH to confirm.	GH	✓ Confirmed.
SCRIPT	Basic information for Councillors to provide a 'standard' response.	RS	
FACEBOOK	Set up Facebook page and distribute information to Councillors.	JS	

INFORMATION LEAFLET	Leaflet to be handed out at Event, School drop etc..	GH	✓ 500 ordered.
NAME TAGS	To be worn by Councillors at Event	RS	Have got plastic badges. Will do names.
SIGN IN SHEET	To capture data for analysis	GH	