

LUXULYAN NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

REPORT OF A MEETING HELD ON TUESDAY 20TH FEBRUARY 2018

Present: Robin Stephenson (RS) - Chairman; Mick Coleman (MC); Simon Hall (SH); Roger Smith (RSm).

Apologies: Nick Legard (NL) - Vice-Chairman; Francis Payne (FP) - Luxulyan Parish Council; Sue Perry (SP) - Luxulyan Parish Council.

Minutes of the meeting held on 16th January 2018

These were approved as a true record.

Matters arising from the previous minutes

1. All but 2 emails had been successfully sent to all those who had expressed a wish to be kept updated about the Plan.
2. RS had still not received a reply from Andrew George, of Cornwall Community Land Trust, to HIS invitation to address the steering group.
3. A collection of supporting evidence had been sent in a zip folder to Tony Lee.

Finances

RS had contacted the parish clerk regarding payments. Three bills needed to be settled very soon:

1. Tony Lee would require payment. So far, he had worked 17 hours but this was likely to rise to 21 hours. He was waiting for an invoice that could be passed to the parish clerk.
2. RS had asked the parish clerk for reimbursement of the £20 prize money paid to the winner of the questionnaire draw and was waiting for a response.
3. RS would request the printing of 20 copies of the draft and would present the invoice for this in due course.

Final Draft

This had been received and circulated to steering group members and to the parish council. It had been placed on the parish council website with instructions on how members of the public could comment. Comments should be sent to the parish clerk who would forward them to RS. The deadline was 3rd April 2018.

RS congratulated steering group members on the progress made so far.

Consultation Plan

Information had been provided for inclusion in *Granite Towers*.

Twenty hard copies of the draft plan would be made available in different locations. It was agreed to place 2 in each of the following places: the institute; village hall; shop; school; pub; and church. Since the hairdresser's in Lockengate was temporarily closed MC offered to take 2 copies for circulation among neighbours. RSm offered to take 2 to Bodwen for circulation.

Action:

1. RSm to collect and distribute hard copies from RS.
2. RSm to produce and circulate posters advertising the consultation process.

RS would liaise with NL and RSM about any comments received and, if necessary, he would meet with NL and RSm before the steering group meeting on 17th April 2018.

Affordable Housing

It was agreed that this was a matter more appropriate for the parish council to pursue. RS might attend a meeting of the parish council to draw attention to issues like affordable housing and traffic, which had arisen during the consultation exercises.

Documentation for Cornwall Council

Once the draft was finalised TL would add the supporting documents, including the Consultation and Equality documents, and would send it all to Cornwall Council for examination. It was hoped that the examination would not take longer than 8 weeks.

Timescales/Project plan/ Actions required

RS would update this. It was hoped that the following dates would apply:

- Presentation to the parish council - April 2018
- Submission of plan to Cornwall Council by 30th April 2018.
- Cornwall Council approval – May/June 2018
- Referendum in June/July 2018

Lessons learnt

1. Positive points:

- Range of views and knowledge on the steering group. Local knowledge of group members and the specialist knowledge of TL had helped.

- Combination of monthly meetings for ideas and a small working group to expedite decisions
- Good working relationship between chairman and members.
- Systematic approach, with agenda, minutes and other documentation.

2. Areas for improvement:

- There had been great uncertainty about how to proceed at the outset, although knowledge was acquired as time went on. A better grasp of the process (and supporting documentation required) at the beginning would have allowed a more effective approach.
- Better technical skills, particularly relating to IT, would have helped. For example, *Basecamp* had not proved to be very useful because most members were not used to collaborative software.
- A vast amount of information about neighbourhood planning was available but this needed to be selected very carefully; otherwise it was easy to be overwhelmed.
- Although the questionnaire issued in the autumn of 2017 had yielded very valuable information, its timing and the structure of some questions might have been more purposeful.

Any Other Business

None

Dates of next meetings:

- Tuesday 20th March 2018, in Luxulyan Memorial Institute, starting at 6.30 p.m.
- Tuesday 17th April 2018, in Luxulyan Memorial Institute, starting at 6.30 p.m.