

LUXULYAN NEIGHBOURHOOD PLAN (LNP)

MEETING MINUTES 29TH NOVEMBER 2016

Meeting called by	LNP Steering committee
Note taker	Judy Kosh
Attendees	
Luxulyan Parish Council	Roger Smith
LNP Committee	Simon Hall, Michael Coleman, Lawrence Moores, Judy Kosh
Absentees	George Haywood, Dave Bunt, Andrew Pearson,
General Public	

Discussion	
Group discussion focusing on the organisation and 'Terms of Reference'.	
Conclusions	
<ol style="list-style-type: none"> 1. Terms of Reference was reviewed, this will be updated and distributed. 2. Steering committee meetings will be set on a monthly basis, however ad-hoc meetings can take place more frequently and during any day of the week. 3. Next meeting will be in January 2017 and aiming for the third week of the month. 4. Fundamental organisational resources need to be available in order to proceed with the plan in a structured manner. i.e. access to the internet so documents can be viewed easily. 5. High level project plan will be created to start to map out a timeline 6. Next meeting will be an internal meeting so that objectives can be met. i.e. not open to the public 	

Action Items (29.11.16)	Person	Deadline	Status
Roger to update the 'Terms of Reference' and distribute to committee members	Roger Smith	3 rd January	

Email LNP group to confirm group can all attend meeting on the 17 th January	Judy Kosh	16 th December	
George to confirm the meeting hall is available on the 17 th January	George	16 th December	
Roger to discuss options of the Parish installing and internet line at the Institute as this would be beneficial to all and aid in the LNP project	Roger	16 th December	
Create a high-level project plan	Judy	3 rd January	
Chairman to set agenda for the next meeting	Lawrence	23 rd December	

Last meeting Action Items (14.11.16)	Person	Deadline	Status
Read Neighbourhood Development Plans (NDP) located here: https://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning-	LNP Committee, George Haywood, Roger Smith	28 th November	In progress
Read snippets of the 'Cornwall local Plan Strategic Policies 2010- 2030'. In particular, the objectives as highlighted by Simon on page 10 & 11. https://www.cornwall.gov.uk/media/22198093/local-plan-combined-version-with-main-and-minor-modifications-04_10_16.pdf	LNP Committee, George Haywood, Roger Smith	28 th November	In progress
Map themes from the survey results of the initial meeting held in July to the Guide notes detailed in 'Developing your plan's themes, visions and objectives'.	Lawrence Moores	28 th November	Complete
Ask Tracy of CRCC if she can provide a demographic of Luxulyan Parish and confirm the date this can be supplied	George Haywood	28 th November	Complete
Obtain a map of the parish that highlights key areas.	Roger Smith	28 th November	Complete

George to request from CRCC log-on details of the on-line portal so we can store documents in one place	George Haywood	28 th November	Complete
Read Neighbourhood Planning Steering Group Sample Terms of Reference and adhere to it.	LNP Committee, George Haywood	28 th November	Complete
George to book the hall on the 29 th November 6.45pm	George Haywood	28 th November	Complete
George to obtain diary of the hall so we can book future meetings in advance.	George Haywood	28 th November	Closed
George to look into options of securing a projector for future meetings	George Haywood	28 th November	Complete
George to borrow a projector from the Parish if the above action is not completed in time for the next meeting	George Haywood	28 th November	Closed
Judy to download relevant documents on to a laptop ready for the next meeting	Judy Kosh	28 th November	Complete
Lawrence to confirm agenda for the next meeting	Lawrence Moores	21 st November	Complete