

Luxulyan Neighbourhood Plan – Steering Group - Meeting 15th August 2017

Attendees: Mick Coleman, Dave Bunt, Robin Stephenson, Roger Smith, Judy Kosh, Sue Perry & Francis Payne

Absent: Nick Legard, Simon Hall & Lawrence Moores

Summary:

- Updated documentation to be produced for next meeting.
- LNP does not pay VAT.
- We are still yet to find and appoint a new Treasurer.
- The Parish has confirmed they'll fund the internet connection at the institute till the LNP secures the grant funds to pay half.
- The second grant has been applied for.
- Draft plan was sent to the council for review
- Cornwall council has reviewed the documentation
 - Questionnaire was updated post council feedback
 - Referendum is paid for by the council not the LNP grant funds
- Judy Kosh advised she can no longer continue with the role of clerk due to work and personal commitments, as a result her last day will be the October meeting.

Actions from previous meetings:

- 1) Find and appoint a new Treasurer.
Ongoing
- 2) Review costs/quotes to confirm if VAT will be added, subject to this the grant application funds will need to be adjusted
Complete
- 3) Add consultation budget to the grant as the grant period covers a six-month period.
Complete
- 4) Francis to ask the Parish if they would cover all the internet line set-up costs temporarily to prevent further delays while the committee secures the grant funds.
Complete
- 5) Confirm if the Parish has a Facebook page and if so can regular updates about the Local Plan be displayed on their page.
Ongoing: SP
- 6) Design a LNP leaflet for the August Granite Towers edition
Complete
- 7) Update project plan with milestones
Complete
- 8) Revised September events have been identified to capture various audiences to inform the public of the LNP. These are:
 - a. Plant Swap

- b. Harvest Festival
- c. Friends of the Valley
- d. School news letter
- e. LADS Panto

Ongoing

- 9) Robin to speak to Coleen O’Sullivan of Cornwall Council to discuss:
- a. the level of detail required in the LNP
 - b. The period the consultation period has to last, we assume 6 weeks
 - c. Who pays for the referendum, i.e. does this need to be allocated out of the grant?
 - d. Affordable housing requirement
- Complete** – 01209 616 964

Actions from this meeting.

- 1) Robin Stephenson, Roger Smith & Nick Legard to arrange a meeting date and time between them to draft proposal for consultation and if time further update documentation.
Action: RS, NL & RS
- 2) Sue confirmed there was a Facebook page but this would need to be reinstated and would be easier to create a new one. Sue to review and confirm if she has the capacity to take this on also. This needs to be confirmed within the next fortnight as the outcome of this will impact the information on the public documentation that is sent out.
ACTION: SP
- 3) As per point 2, Robin to contact Sue on the 29th August to confirm if the FB page should be added to the public distributed documentation
ACTION: RS
- 4) Subject to point 3, Roger to send sue digital images to upload to the FB page
Action: Roger Smith
- 5) Project plan, line 84 needs to be altered as contains a date error
Action: JK
- 6) Robin to confirm with the Mailshot company:
- a. Self-addressed envelope to be included
 - b. Address to be verified
 - c. Confirm if the delivery is per house hold address or registered members of the address
- ACTION: RS**
- 7) Robin to add the address (point 6b.) to the questionnaire to ensure that if the self-addressed envelope is miss-placed the public can still return the questionnaire.
ACTION: RS
- 8) Immediate action - Robin to contact Nick to discuss mailing list, harvest festival etc.
Action: RS

9) Dave to contact the Guardian and Voice to add piece about the LNP
Action: DB

10) Committee look to appoint a new clerk from October onwards.
Action: All

Next Meeting: 19th September 2017 18:30pm