

LUXULYAN NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

REPORT OF A MEETING HELD ON TUESDAY 20TH MARCH 2018

Present: Robin Stephenson (RS) - Chairman; Nick Legard (NL) - Vice-Chairman; Francis Payne (FP) - Luxulyan Parish Council; Sue Perry (SP) - Luxulyan Parish Council; Mick Coleman (MC); Simon Hall (SH); Roger Smith (RSm).

Apologies: None received.

Minutes of the meeting held on 20th February 2018

These were approved as a true record.

Matters arising from the previous minutes

Posters advertising the publication of the draft plan had been posted in various locations by FP and RSm. 20 hard copies had been distributed around the parish by MC and RSm. 10 more copies had been ordered and were being circulated.

RS would brief the parish council about the draft plan at its next meeting, to be held. FP thought that he was expected but RS would confirm it.

Action: RS to contact the parish clerk to confirm his appearance at the next parish council meeting on 12th April 2018.

Finances

RS had previously circulated a statement showing the current state of the finances. Of the £3010 received as a grant, there was a balance of £1400.90. From this, the bill for the printing of 10 additional copies of the draft plan would need to be deducted. It would also be necessary to allocate £70 to pay for the hire of the Institute and broadband from January to July 2018.

Action: NL would, on behalf of the Institute committee, provide the steering group with invoices.

Final Draft/Comments received so far

Five responses had been received. All were positive. Two parishioners had made comments about details of the plan, one at length. These were discussed briefly but it was agreed that more careful consideration would be needed. It was agreed that RS, NL and RSm would review the comments, if necessary consult with TL, and then contact the rest of the steering

group about possible changes. The final version of the draft would be confirmed at the next meeting of the steering group. It would then be possible to send the draft and accompanying documents to Cornwall Council.

Action: RS, NL and RSm to meet on 5th April 2018 to consider comments received.

Documents required for Cornwall Council

Action: RS would ask TL if he needed more documentation from the steering group.

Timescales/Project plan/ Actions required

RS had updated the Project Plan. The key dates were:

- RS, NL and RSm meet to review comments received. Recommendations for the final draft plan (possibly including revisions) to be circulated to the rest of the steering group - 5th April 2018
- Members of the steering group to respond to recommendations for the final draft by Saturday 7th April
- RS to brief Luxulyan Parish Council - 12th April 2018
- Steering group meeting to finalise the draft plan - 17th April 2018
- Send draft plan to Cornwall Council - 20th April 2018
- Cornwall Council approval – May/June 2018
- Referendum - June/July 2018

Lessons learnt

- FP and SP considered that communication with the parish council had been appropriate and that councillors had made positive comments about the plan so far.
- It was agreed that the method of using a smaller working party to consider issues in detail was useful and could even be adopted by the parish council.
- The steering group had incorporated a range of skills and experience, which had been a significant factor in helping it to make progress.
- The ease with which the questionnaire survey had been carried out, as well as its cheapness, offered a potential method by which the parish council could gauge public opinion on a range of matters, possibly on an annual basis.
- There was also potential to increase electronic consultation between the parish council and the public. For example, around 70 people were receiving updates about the plan.
- Matters, such as traffic, had been raised which were not covered by directly by neighbourhood plans. It was a topic that the parish council was currently pursuing, although it was not easy to influence Highways without very detailed evidence.

Any Other Business

None

Dates of next meetings:

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