

Venue: Luxulyan Memorial Institute

In attendance: Keith Bilston, Barbara Fahey, George Haywood, Jack Satterthwaite, Roger Smith

Points discussed and actions agreed.

**The Parish Council has determined that Luxulyan needs a Neighbourhood Plan.**

- 1) Ask Parish Council Clerk to notify Cornwall Council that Luxulyan wants to be registered as a Neighbourhood Plan area. **ACTION GH**
- 2) Prepare a draft article for Granite Towers June/July issue (deadline date 10<sup>th</sup> May). Article to be circulated to all parish Councillors for comment. **ACTION RS**

**Target date for a Neighbourhood Plan 'Open Day' is July 9<sup>th</sup>, 2pm-5pm in the Village Hall.**

- 3) Request a meeting with CRCC to go through our plans asap. **ACTION GH**
- 4) How many Councillors will be able to attend? **ACTION GH**
- 5) Is Village Hall available? **ACTION GH**
- 6) Can CRCC representatives attend on that date/time and do they have any presentation materials we can use? **ACTION GH**
- 7) Powerpoint presentation that can be running during the Open Day. **ACTION RS**
- 8) Check with Andy Cottrill that the Powerpoint presentation idea is feasible. **ACTION GH**
- 9) Advertise via Facebook page. **ACTION JS**
- 11) Advertise via Council Website. **ACTION GH**

**Questionnaire for attendees at the Open day (Skill sets/volunteers etc.)**

- 9) Check with CRCC to see if they already have a questionnaire. **ACTION GH**

**We need to identify specific individuals in the community that we think/hope will be interested in contributing to the Neighbourhood Plan.**

**The Neighbourhood plan will need a Steering group/Forum which include, but not be driven, by Parish Councillors.**

**Feast Week will be an ideal opportunity to advertise the Neighbourhood Plan Open Day.**

**Ongoing advertising needs to consider, Local, Local Press, Local Radio etc.**

**We need to ensure that all areas of the community are included, young/old/male/female/remote.**

12) Is Granite Towers distributed to everyone in the Parish? **ACTION GH**