

Luxulyan Neighbourhood Plan – Steering Group - Meeting 17th October 2017

Attendees: Simon Hall, Mick Coleman, Robin Stephenson, Roger Smith, Judy Kosh & Dave Bunt

Absent: Nick Legard, Perry & Francis Payne

Summary:

- Initial review and observations of questionnaire results. It was suggested that some of the results should be 'weighted'.
 - *The process of weighting involves emphasizing the contribution of some aspects of a set of data to a final effect or result, giving them more weight in the analysis. That is, rather than each variable in the data contributing equally to the final result, data is adjusted to contribute more than others.*
 - Note, some committee members were not happy to take this approach as it wouldn't represent the figures correctly as it may cause some groups to be over- or under-represented. Not only that we do not know the 'groups' to be able to apply the weighting model accurately.
- There had been no offers to take on the post of Treasurer.
- The committee could not contact Tony Lee (TL) to formalise plan of action.
- A replacement Secretary was needed, however Roger Smith offered to carry this out till a new Secretary was found.
- We attempted to connect to the newly installed internet connection at the institute, however this was not working. This was likely due to the lightning strike that affected a lot of Luxulyan residents that week.

Actions from previous meetings:

- 1) Find and appoint a new Treasurer.
Ongoing
- 2) Find and appoint a new Secretary.
Ongoing
- 3) Agree terms of business with Consultant Tony Lee to assist in drafting the Luxulyan Plan.
Ongoing
- 4) Review and agree how the remainder of the grant will be spent
Ongoing

Actions from this meeting.

- 1) Robin Stephenson, Roger Smith & Nick Legard to arrange a meeting date and time between them to review questionnaire feedback.
Action: RS, NL & RS
- 2) Simon to contact Tony Lee (TL) to agree the best method of contacting him and if he's still able to carry out the work
Action: SH
- 3) Dave to advise Jan and Nick that the internet connection was not working at the institute.
Action: Dave Bunt
- 4) Roger and Simon to review if the weighted calculations are actually necessary. If so, agree the calculations to be applied. However, it was requested that the original figures were represented in the final document also in the same table as the 'weighted' calculations.
Action: RS & SH
- 5) Project plan, needs to be updated with revised dates. Robin to supply JK with the dates.
Action: RS
- 6) Compile 'lessons learnt' report following questionnaire feedback. To include:
 - a. Map of the Parish to be sent as most are not aware of the boundary lines of the Parish
 - b. Map of historic sites of interest, this will aid people to think of sites important to them.
 - c. Trial group - select a few individuals to fill out the questionnaire and report back if they have any queries or misunderstandings so the it can be altered prior to sending mailshot.
Action: RS, RS & NL

Next Meeting: 21st November 2017 18:30pm