

# LANDULPH PARISH NEIGHBOURHOOD PLAN

MINUTES of the Steering Group meeting held on Monday 13<sup>th</sup> June 2016  
at 7.30pm in Cargreen Yacht Club, Coombe Lane, Cargreen

<p><b>PRESENT</b> Debbie Allan, , Jo Butcher (Chairman), John Hall (Treasurer), Glen Honey, Jenny Turnage(Secretary), Chris Wyman (PC)</p> <p><b>WELCOME</b> JB welcomed Stephen and John from Botus Fleming Parish Plan group</p> <p><b>APOLOGIES</b> Gaye Braund (PC) Annemarie Nathan, Marcia Pirie, Gerry Stevenson (PC),</p> <p>1. <b>APPROVAL OF MINUTES</b> The minutes of the meeting held on 9<sup>th</sup> May 2016 were read and signed as a true record.</p> <p>2. <b>MATTERS ARISING</b> JB informed the group that Martin Freeman has resigned from the group due to pressure of work..</p> <p>3. <b>TREASURER’S REPORT</b> JH informed the group that the bank balance is now £2808 after all costs from the Open Day have been settled. CW agreed to look into whether it is more advantageous for the £1000 loan from the Parish Council to stay in LPNP bank account or the PC account.</p> <p>4 <b>TRAINING COURSE FEEDBACK</b> (i) DA reported that the 2 courses she and CZ had attended had been very useful. Affordable housing workshop explained the types available and gave details on the strategic and environmental assessments needed. They also undertook a site allocation exercise which raised the question of whether the eventual plan will suggest allocated areas or just the types of affordable housing needed. Collecting evidence workshop explained how to create a vision statement, decide objectives and policies and the importance of detailed evidence to support these. It also stressed the fact that the plan is essentially a land management tool. DA will circulate notes from both workshops to all the group. (ii) JB reported that the workshop on Developing the Plan she had attended was very useful. It highlighted the importance of deciding policies to inform structure of the plan. The starter kit guidance on developing the plan has been circulated and will help the group monitor future progress</p> <p>5. <b>PROJECT PLAN</b> This item to be dealt with later</p>	<p>ALL amend membership list</p> <p>CW to investigate position of loan</p>
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<p>6. PROGRESS REPORTS</p> <p>i) EVIDENCE GATHERING</p> <p>a) OPEN DAY JB reported that the Open Day had been very successful and thanked everyone for their efforts, mentioning especially the contribution from Tom Brewer on producing the material.  120 people attended over 60% of whom had not previously attended a focus group consultation.  All the raw data has been passed to David Bullivant to analyse.  Stephen , from Botus, congratulated the group on the excellent presentation on the day, highlighting the good flow through the information and the use of post-it stickers.</p> <p>b) CONSULTING UNDER 18s JB has spoken to some parents on how best to engage with under 18s. General consensus points to using either or both of the plan facebook page and Landulph Innit facebook page.</p> <p>c) STAKEHOLDERS JB shared a long list of stakeholders that Cornwall provided on a training course. JB noted that Cornwall advice was that the Plan group needed to Inform stakeholders rather than consult with them.</p> <p>d) HOUSING NEEDS SURVEY JH reported that he has discussed this with Cornwall who sent a draft housing need survey for our comments. It appears that they will write to everyone in the parish and ask folk who are in housing need to complete a form either on line or on paper. This may take 2 months or so.</p> <p>e) DEVELOPMENT BOUNDARY JB reported that one of the training workshops indicated new legislation will mean that the present development boundary for Cargreen village will not apply. The Neighbourhood Plan can designate a new development boundary if they wish, around Cargreen and/or the hamlets, or wherever? Accordingly this item will be discussed at next meeting.</p> <p>f) LLCA (LOCAL LANDSCAPE CHARACTER ASSESSMENT) Cornwall advice from the training sessions suggests this may not be needed.</p> <p>ii) COMMUNICATIONS PAPER BASED DA reported that 10 lucky winners of the wordsearch on the Open Day flyers each received a pot of Landulph honey and a honey dipper.</p> <p>iii) COMMUNICATIONS WEB BASED It was noted that the website has been fleshed out somewhat and all the changes and additions mentioned in previous meetings have been made.  DA reported that she has updated the plan Facebook page with details of the Open Day and names of wordsearch winners.</p>	<p>JB to follow up</p> <p>JH to follow up</p>
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<p>ITEM 5 PROJECT PLAN was discussed at this point. JB led a monitoring exercise to determine where the group have got to in furthering the project, using the starter kit provided by Cornwall. It was agreed that we have covered section 1, "Starting up" and are part way through section 2, "Developing the plan".</p> <p>7. PREPARATION OF EVIDENCE FOR FINAL PLAN This is ongoing. The analysis of the Open Day evidence should be available by next meeting. The Cornwall Local Plan may have been examined by July and the housing needs survey should be underway soon. The next meeting will address the possible themes to guide preparation of the plan.</p> <p>8. OBJECTIVES AND POLICY WRITING The training workshops suggested that the final writing of policies for the plan would benefit from professional assistance. Some plans have been delayed at examination stage over specific language details. The group decided to look into what help is available and the cost implications.</p> <p>9. DECISIONS SO FAR</p> <ol style="list-style-type: none"> <li>1 JB to develop engagement with under18s</li> <li>2 JH to develop the housing needs survey</li> <li>3 JH to seek information on policy writing help</li> </ol> <p>10. ANY OTHER BUSINESS</p> <ol style="list-style-type: none"> <li>1 DA reiterated the importance of a vision statement for the plan and suggested use be made of the example from the workshop that used a series of articles in the Guardian paper on the lines of "Lets move to Barnstaple" It was agreed that everyone would write a short piece and e-mail it to all members.</li> <li>2 GH raised the issue of road safety on the narrow, parish lanes if any development takes place and the possible use of "planning gain" to improve the road network. JB agreed and pointed out that a question on perceived dangers related to development could be included in the planned questionnaire. It was also suggested that after adoption of the plan the Parish Council could set up a new steering group to address any such problems raised by the plan.</li> <li>3 The committee suggested that the secretary should buy an external hard drive to ensure there is a copy of all relevant documents etc in case of computer problems in the future.</li> </ol> <p>11 DATE OF NEXT MEETING 11<sup>th</sup> July 2016 8<sup>th</sup> August 2016</p> <p>All at 7.30pm at the Cargreen Yacht Club, Coombe Lane, Cargreen</p> <p>The meeting ended at 8.25pm</p>	<p>JH to contact CH for advice</p> <p>JB under 18s JH housing JH policies</p> <p>ALL to e-mail ideas to all members on "lets move to Landulph"</p> <p>CW to note for the future.</p> <p>JT to buy back up.</p>
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