

# LANDULPH PARISH NEIGHBOURHOOD PLAN

MINUTES of the Steering Group meeting held on Monday 14<sup>th</sup> September 2015

at 7.30pm in Cargreen Yacht Club, Coombe Lane, Cargreen

**PRESENT** Charlotte Alder, Debbie Allan, Richard Allan, Gaye Braund (PC), Tim Burns, Jo Butcher, Marcus Forbes (Chairman), John Hall (Treasurer), Glen Honey, Anne Marie Nathan, Jenny Turnage(Secretary), Chris Wyman (PC), Cindy Zimmer

**WELCOME** The chairman welcomed everyone to the meeting and thanked GH for arranging the venue

1. **APOLOGIES** There were apologies for absence from Tim Bell, Sophie Forbes, Marcia Pirie and Gerry Stevenson

2. **MATTERS OUTSTANDING**

(i) **RELATIONSHIP TO THE PARISH COUNCIL**

The chairman asked for clarification of this group's relationship to the Parish Council. GB and CW explained that the process of creating a Neighbourhood Plan was started by the Parish Council gathering opinion from the residents on the desire to create a plan, then registering Landulph with the County Council. A public meeting of all interested people led to the setting up this group to act as a sub committee of the parish Council to undertake the task of producing a plan.

(ii) **CONSTITUTION AMENDMENT**

The Treasurer introduced an amendment to the constitution (circulated earlier as Appendix 1) .

Proposed amendment to the LPNP Steering Group Constitution to be presented to the 14<sup>th</sup> September 2015 meeting

Present wording

**"FINANCE**

The Treasurer shall keep a clear record of expenditure. He or she will report back to the Steering Group and the Parish Council on planned and actual expenditure for the project.

Monies for the project will be held by the Parish Council, and the Treasurer will liaise with the Parish Clerk on the use of those funds and the setting up of a petty cash system enabling cash withdrawals and payments of invoices to be made as required.

Members of the community involved may claim necessary expenditure incurred in the development and preparation of the neighbourhood plan. The

Treasurer will establish and agree with the Steering Group on procedures for claiming expenses.”

TO BE REPLACED BY THIS AMENDED WORDING

“FINANCE

“The Treasurer shall open a bank account in the name of Landulph Parish Neighbourhood Plan.

The Treasurer will keep a clear record of all income and expenditure.

Members of the community involved may claim necessary expenditure incurred in the development and preparation of the neighbourhood plan. The Treasurer shall establish and agree with the Steering group on procedures for claiming expenses.

The Treasurer shall report to each Steering Group Meeting on planned and actual expenditure and receipts.”

The meeting agreed to add the following “and liaise and inform the Parish Council”. Also to add as a final sentence “The accounts shall be examined annually”

The expanded amendment was proposed by TRB and seconded by GH. It was carried unanimously.

(iii) COMMITTEE STRUCTURE Following on from a decision to create smaller working committees taken at our last meeting (item 8 What next?) , this meeting agreed that a working group of about 10 should be formed made up as:-

Chairman	MF	Communications (web site)	TCB/CA
Treasurer	JH	Liaison with community	DA/RA
Secretary	JT	Survey matters	GH
Fund Raising	JB	Parish Council	GS/CW/GB
Consultations	TRB		

It is intended that as and when tasks are developed this core will expand so each member may lead a further ad hoc group of eager residents.

3. APPROVAL OF MINUTES The minutes of the meeting held on 13<sup>th</sup> August 2015 were signed as a true record.

5 TREASURER’S REPORT JH reported that £7.00 had been paid out for hire of CYC for this meeting. There were no other changes. He reiterated that if folk want to donate funds to the account they should send cheques to him made out to Landulph Parish Neighbourhood Plan.

6 PROGRESS REPORTS

(i) FUND RAISING JB reported that she had researched costings for flyers, leaflets, postage etc and received estimates of expenses from TRB (consultations) and CA, TCB and JH (web page) .

<p>GH said he understands that Cornwall County will supply maps free of charge via Cathy Hopkins and he will research the use of a film covering.</p> <p>JB confirmed various dates needed at the meeting and will complete the application form as soon as possible. She said that the funds could be available 2 weeks after the form is processed. A further grant application can be made in 6 months time, ie April 2016, JB can begin preparing this second application as soon as requirements are known so will need to be continually informed of estimated expenses.</p> <p>(ii) OTHER NEIGHBOURHOOD PLANS AND WEBSITES</p> <p>JH reported that he had examined 8 other sites and found many similarities. There were various good and bad points about each.</p> <p>CA reported on behalf of TCB on various possible domain names, design and running costs for a web site. Various possibilities were discussed including using the Parish site. CA, TCB and JH will pursue this aiming to set up a site to run for 3 years asap.</p> <p>The meeting agreed that a web site cannot fulfil all the requirements of public consultation and involvement so personal delivery of printed information to each dwelling in the parish, use of flyers in the newsletter, leaflets at events, updates in the newsletter and displays will all play a very important part. DA and RA agreed to take on the role of coordinating liaison between this group and the parish residents</p> <p>GH agreed to undertake responsibility for the blackboard information site at “Gerry’s Corner” as needed.</p> <p>(iii) CONSULTATION/FOCUS GROUPS TRB outlined his plans for these group meetings and said he would be calling on members for help at the events. The meeting felt his ideas already circulated were pretty comprehensive and well thought out.</p> <p>After a short discussion it was agreed that the LMH should be the venue for consultation meetings. TRB will liaise with Nikki Gill to arrange dates.</p> <p>CZ volunteered to have her phone number quoted as a point of contact in information sent to residents.</p> <p>TRB asked for more suggestions of topics for the business groups to be sent to him asap.</p> <p>(iv) LAND SURVEYS GH had circulated details of a typical survey. He and JB quoted various estimates ranging from £300 to several thousand pounds. It was agreed that the group will need further advice on the nature of survey needed when specific sites are identified.</p> <p>(v) COMMUNICATIONS CA/TCB this was dealt with as part of item 5(ii).</p>	<p>JB to complete grant application</p> <p>All obtain estimates asap and inform JB</p> <p>Carried forward</p> <p>CA, TCB, JH Research and set up web site</p> <p>DA, RA to produce a flyer for the next issue of the newsletter due now and future issues.</p> <p>TRB to arrange booking of LMH</p> <p>All send business group suggested topics to TRB</p>
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<p>6 DECISIONS SO FAR</p> <ol style="list-style-type: none"> <li>1 Amend the constitution.</li> <li>2 Set up a smaller working group.</li> <li>3 Apply for the first instalment of grant funds</li> <li>4 Set up a web site for the plan</li> <li>5 Arrange newsletter updates,</li> </ol> <p>7 WHAT NEXT? JH to send details of his findings under 3(ii) to MF/JT who will prepare a progress report for the next meeting.</p> <p>8 ANY OTHER BUSINESS None</p> <p>9 DATE OF NEXT MEETING Monday 12<sup>th</sup> October 2015 at 7.30pm at Cargreen yacht Club, Coombe Lane, Cargreen.</p> <p>Meeting closed at 9.15pm</p>	<p>GH to arrange booking</p>
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