

LANDULPH PARISH NEIGHBOURHOOD PLAN

MINUTES of the Working Party meeting held on Monday 12th October 2015

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

PRESENT Debbie Allan, Tim Burns, Jo Butcher, Marcus Forbes (Chairman), John Hall (Treasurer), Glen Honey, Jenny Turnage(Secretary), (PC), Gerry Stevenson (PC)

WELCOME The chairman welcomed everyone to the meeting

APOLOGIES There were apologies for absence from Gaye Braund and Chris Wyman

1. MATTERS OUTSTANDING

2 (ii) CONSTITUTION AMENDMENT The Chairman had attended the last Parish Council meeting and was happy to report that the amendment was agreed by all.

2. APPROVAL OF MINUTES The minutes of the meeting held on 14th September 2015 were signed as a true record.

3. TREASURER'S REPORT (i) JH was pleased to report that the bank balance is now £1,329. The receipts were from a very generous donation and a loan of £1000 from the Parish Council. The loan will be repayable when the grant is received.

(ii) JH introduced a pro forma for expenses. Amounts up to £50 may be reclaimed from the Treasurer on production of receipts. Amounts over £50 must first be proposed and approved.

4. PROGRESS REPORTS

i) PROGRESS PLAN MF circulated a draft timeline that could be used to guide the group planning but felt that this could be better done once the web site is up and running.

ii) FUND RAISING JB clarified the way in which the grant from "Locality" can be used, i.e. only for specified payments **after** it's receipt. She reminded everyone that the grant is for a specified period, until the end of March 2016, and any unspent monies must be returned.

iii) EVIDENCE GATHERING, TRB reported that the Memorial Hall Annexe has been booked for three discussion group sessions. On the 23rd, 24th and 25th of November 2015 . The meetings to run from 7.30pm to approx.. 9pm. The group has agreed his draft guide for the over 55 years and under 55 years groups. He would welcome more suggestions for his guide for the business group.

ALL to send suggestions for the business group guide to TRB

TCB said he would assist at the groups and JB offered to arrange refreshments.

JB arrange refreshments

iv) COMMUNICATIONS PAPER BASED

DA showed some full colour mock ups for a double sided A4 flyer to inform and invite people to the group meetings. An earlier small poster was also circulated. DA was commended for her ideas. The small poster may be able to be used as a logo for the plan. The landscape view with overlaid development was thought best for the flyer. DA agreed to liaise with TRB on content and circulate final suggestions for the flyers asap. The flyers to include Cindy Zimmer's contact phone number, the new web site address and an email link to the web site.

It was agreed that DA would arrange to deliver flyers to all dwellings in the parish via the newsletter team.

v) COMMUNICATIONS WEB BASED TCB

and JH have looked at several different plan web sites and the present usage of other Landulph sites already running. They concluded that a modest site for posting information and inviting comment would complement the use of paper communications. To this end a web site has been created at www.landulphplan.org.uk. CA and TCB have designed a basic layout which will be amenable to modification in the light of needs thrown up as the Plan progresses. Many views were put forward for development of the site TCB will pull these together and manage the changes.

TCB to develop the web site

vi) WEB BASED PUBLICITY this was subsumed under 4 (vi) above

vii) LAND SURVEYS An internet link to copies of a map of Cargreen have been obtained by GH and sent to all members. JH has produced several A3, laminated copies. GH has also obtained a splendid copy of the whole parish complete with a licence for use. He will mount this and cover with film to allow marking. TCB offered more film layers for use at the group meetings.

GH to mount map.

5 PREPARATION OF EVIDENCE FOR FINAL PLAN

i) DESCRIPTION OF PARISH MF to invite Morton Macleod to undertake this.

MF to contact MM

ii) POPULATION OF PARISH TRB offered to undertake this.

TRB to begin section

iii) SERVICES AND FACILITIES IN PARISH
This was carried forward to next meeting

Carried forward

7. DECISIONS SO FAR

- 1) To adopt system to claim and request expenses
- 2) Agree to delay all spending until the grant money is received from Locality.

- 3) Agree firm dates for the group meetings as 23, 24 and 25 November 2015 starting at 7.30 expected to last till 9pm.
- 4) DA to produce and arrange to deliver flyers for the group meetings.
- 5) TCB and CA to develop the web site as discussed.
- 6) DA to contact the other organisations within Landulph and request that they send out invitations for folk to register their e mail addresses on the plan site.
- 7) To adopt the name Landulph Neighbourhood Plan.

8. RECAP / WHAT NEXT 1)Continue developing both the paper and web based communications.

- 2) Finalise arrangements for the group meetings

9. ANY OTHER BUSINESS i) The meeting agreed to hold monthly meetings at the CYC on the 2nd Monday of the month. GH to arrange booking

ii) GS said that Nigel Witton of St Germans Parish Council has asked if he could attend one of our neighbourhood planning meetings. This follows a recommendation from Mike Henwood who found his visit to be helpful. Meeting agreed to ask Nigel.

10 NEXT MEETING OF WORKING PARTY

9th November 2015

14th December 2015

11th January 2016

All at 7.30pm at the Cargreen Yacht Club, Coombe Lane, Cargreen

The meeting ended at 9.15pm

GH to book
CYC for the
meetings

MF to invite
Nigel Witton