## LANDULPH PARISH NEIGHBOURHOOD PLAN

MINUTES of the Working Party meeting held on Tuesday 12th April 2016 at 7.30pm in Cargreen Yacht Club, Coombe Lane, Cargreen

PRESENT Debbie Allan, , Tim Bell, Gaye Braund (PC), John Hall (Treasurer), Glen Honey, ), Morton Macleod, Jenny Turnage(Secretary), Cindy Zimmer	
WELCOME Tim Bell, as Vice Chairman informed the group that Marcus had resigned from his chairman role. Marcus had reluctantly taken that decision as he felt that no longer had the time available to adequately carry out the chairman's duties. TCB welcomed everyone to the meeting, especially Cindy from the wider steering group.	
APOLOGIES Tim Burns, Jo Butcher, Marcus Forbes, Gerry Stevenson (PC), Chris Wyman (PC)	
<ol> <li>MATTERS OUTSTANDING (a) The Open Day date has been changed to Saturday 21<sup>st</sup> May at the Memorial Hall. DA reported that the flyers are printed and ready to be delivered. JT produced some information on borrowing and hiring display boards. JH offered use of display material via his daughter. The last newsletter had included an item from MM giving information on the Open Day .</li></ol>	
2. APPROVAL OF MINUTES The minutes of the meeting held on 8 <sup>th</sup> March 2016 were signed as a true record.	
<ul> <li>3. TREASURER'S REPORT JH reported that the bank balance is now £1385. The drop in funds follows the end of financial year, (and six month grant duration) requirement to return approximately £800 unspent grant monies. The remaining funds represent £1000 PC loan, £285 PC grant and £100 personal donations. He is now in the process of applying for a new grant for the next 6 months so still needs details of expected future expenditure.</li> </ul>	JH to process new grant
4 PROGRESS REPORTS	
i) FUND RAISING The management of obtaining grant funds has been passed from JB to JH.	
<ul> <li>ii) EVIDENCE GATHERING, Open Day plans There was a long discussion re the merits and practicalities of holding an Open Day on the 21<sup>st</sup> May reflecting various opinions put forward in e-mails from members unable to attend this meeting. JH reassured the group that the inclusion in the end of year grant funding of money claimed</li> </ul>	

for printing the flyers would not pose a problem if the day was cancelled or date changed. Several felt that as the date had been printed in the last newsletter and widely circulated by word of mouth the group should make the utmost effort to keep to that day. The purpose of the Open Day was clarified as primarily to widen the public consultation element of the plan to include everyone in the parish. Secondly to explain exactly why a plan is necessary, its legal status and exactly what such a plan can and can't include. To provide an opportunity for the public to consider what should be the aims and objectives of a plan, to consider various themes and topics to be included. The data gained from the earlier focus groups, already widely circulated in a detailed report available on the plan website, would be displayed in prècis form. GH agreed to arrange a meeting of a task group comprising :- DA, TRB, JB, JH, GH, JT very soon to decide the practical details of the Day	GH to organise tsk group with DA, TRB, JB, JH and JT
and recommend whether to go ahead or cancel.	
iii) COMMUNICATIONS PAPER BASED	
iv) COMMUNICATIONS WEB BASED	
v) LAND SURVEYS	
There was nothing further to add at this meeting	
5 PREPARATION OF EVIDENCE FOR FINAL PLAN	
i) DESCRIPTION OF PARISH	
ii) POPULATION OF PARISH	
iii) SERVICES AND FACILITIES IN PARISH	
There was nothing further to add at this meeting	
7. DECISIONS SO FAR	JT to contact
1) Secretary to try to organize a visit from CH (CRCC) and /or	CH/ZBJ
ZBJ(Cornwall) for June or July.	DA to contact
2) DA to contact Lisa Jagger re possible advice on housing	LJ and
3) GH to coordinate the meeting of task group ASAP to decide	organise flyer distribution
details of the Open Day.	
4) If Open Day settled, flyers to be delivered in early May	CZ to organise refreshments
5) CZ to organize refreshments for Open Day	refreshinents
6) GB to book a table at the next Big Breakfast to increase	GB to book
public awareness of the plan	table at BB
<ol> <li>ANY OTHER BUSINESS JT circulated details of training courses for neighbourhood plan teams being run by Cornwall.</li> </ol>	All to self book on training courses if wish

## 10 NEXT MEETING OF WORKING PARTY 9<sup>th</sup> May 2016 13<sup>th</sup> June 2016 All at 7.30pm at the Cargreen Yacht Club, Coombe Lane, Cargreen Open Day Saturday 21<sup>st</sup> May 10am -5.30pm in LMH