

NEIGHBOURHOOD PLAN MEETING 11th November 2015

Present: Keith Jackson, Peter Bartram, Bill Berry, Sue Cave, Andrew Facey, John Mason, Mike Watts, Marion Facey, Peter Seaman, Penny Gorman, Paul Godfrey, Peter Hooper, Eileen Lee

Apologies: Richard Pugh, Sandra Pipe, David Johns

1. Approval of previous minutes

It was agreed that 'village' be replaced with 'parish' in item 4. With this amendment Sue Cave proposed that the minutes be approved. This was seconded by Bill Berry and agreed by those present.

2. Matters arising

- Leaflet circulation – it was noted that this has been distributed. Thanks to Marion and Peter B (especially with the folding!). Marion has identified 37 homes within the parish where Lanreath Lifestyle is not delivered. ACTION – **MARION TO PUT NOTICE IN SHOP ASKING THOSE THAT DO NOT RECEIVE A NEWSLETTER TO COLLECT FROM THE SHOP**
MARION TO LET KEITH HAVE A LIST OF HOUSES THAT ARE NOT COVERED IN THE CIRCULATION
- Village events – Displays to include the leaflet and maps of the parish to include the open areas around the village – 'What would you like to see here?' Ask what people think of the leaflet. Will be more interesting if there is something for people to do. ACTION – **PETER B TO MAKE A1 MAP.**
- Written constitution – Keith has established that, as the Committee is not a separate forum, there is no need for a written constitution. The Parish Council has formally recognised the Committee. It may be appropriate to record the responsibilities for decision making and applying for funding etc.
- Meeting with David Read and Nick Chisholm-Batten of AECOM – Keith reported that David has stated 'we are on the right track'. Recording is vital to the success of the plan. AECOM have been asked for a statement of work and a quote but nothing has been received as yet.

3. Public Meeting

Keith reported that David Read has advised that the public meeting and survey should run alongside one another. There should be copies of the survey available at the public meeting and it should be distributed to all afterwards. Any issues raised at the public meeting that are not covered in the survey can be added before distribution. People will need to be realistic and not too aspirational e.g. request for a school. John stated that the St Minver Neighbourhood Plan, available online, illustrates pertinent questions. David Read is happy to do a PowerPoint presentation. Agreed to advertise the public meeting in the next Lanreath Lifestyle, stating that a member of the Council will be available to answer questions. It was further agreed that the public meeting should be held on a weekday evening. ACTION – **MARION**

TO CHECK WHEN HALL AVAILABLE ? 3rd WEEK IN JANUARY. KEITH TO LIAISE WITH DAVID READ REGARDING PROJECT AND DATES.

4. Grant

Keith reported that he is the main contact for the grant, on behalf of the Parish Council. He has started the process of applying for the grant and expects to complete it by 20 November. Any grant will be paid to the Parish Council. Richard and Keith have agreed that Keith will be responsible for determining and controlling expenditure and that records/invoices will be submitted to Lynda. The initial grant will run until 31 March 2016. Any unused money must then be returned to Locality. If we have not exceeded the total grant potentially available, we will be able to apply for more money in the new financial year.

5. Community Survey

As stated earlier, the survey should commence along with the public meeting. Bill has started work on the survey. Chris Edge has agreed that an electronic version will be possible. Bill, John and Sue agreed to write the survey. The first draft of the survey should be ready for the December meeting.

Chris Edge has been asked for a more upfront presence for the Neighbourhood Plan on the Lanreath website.

Shop has agreed to receive completed surveys.

ACTION – KEITH TO COPY LYNDA INTO INSERT FOR LANREATH LIFESTYLE. LYNDA TO FORWARD TO CORNISH TIMES.

6. Liaison with outlying farming enterprises

It was agreed that it is essential that the farming community be represented. Peter H and John Venning will liaise with farms in the parish.

7. Recording

The recording of each step and communication is vital.

Once the surveys are received back these will need to be analysed and the plan written.

8. Any Other Business

None.

9. Date of next meeting

Wednesday 16th December at 7.30 p.m.