

LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF MEETING HELD ON TUESDAY, 1 JULY 2014 IN LUPPITT VILLAGE HALL

Present: Cllrs John Thorne, Gavin Brake, Kathy Crabb, Derek Hooper, Paul Prettejohn, Brian Pulman, Andrew Tucker, Rosalind Buxton (Clerk)

Apologies: Cllr David Barlow, Lindsey Dalgety

ITEM	ACTION
<p>1. Appointment of Chairman and Secretary</p> <p>Gavin Brake proposed that John Thorne be appointed Chairman and Rosalind Buxton Secretary/Treasurer. This was seconded by Brian Pulman and carried unanimously. It was agreed that John and Rosalind would be the two representatives for the Co-Ordination Committee.</p>	
<p>2. Terms of Reference</p> <p>2.1 The Terms of Reference were discussed. It was explained that everyone in the community should be involved in the process if they are interested. The Steering Group can be added to and the Terms of Reference updated as things progress. Rosalind will update with details of Chairman and Secretary.</p> <p>2.2 Gavin Brake has secured the domain name www.luppitt.com as the parish website for a very reasonable sum for the first year. This will enable the Steering Group to post regular updates on the website, keeping the whole community informed. Gavin will design a simple, straightforward website. John will speak to Peter Sage to explain why we are having a separate website.</p>	<p>Rosalind</p> <p>Gavin John</p>
<p>3. Consultation and Engagement Strategy</p> <p>The document was considered and discussed. The document needs to be customised for Luppitt. The list of consultees was considered in relation to Luppitt Parish. It was agreed that Rosalind would prepare letters by the next meeting to be given out or posted to interested groups and organisations.</p>	Rosalind
<p>4. Contract of Engagement</p> <p>The contract with Stuart Todd Associates was studied and signed. The first payment of £1,800.00 to Stuart Todd Associates had been agreed at the Parish Council meeting preceding this meeting.</p>	
<p>5. Update on Launch Events</p> <p>There had been an excellent turnout of 54 people at the launch events held on Thursday, 26 June between 4 pm and 8 pm and Friday morning, 27 June from 10 am to 1 pm which had coincided with the Friday market. Rosalind had prepared a breakdown of figures (attached) based on people's comments expressed in the mini-survey forms available at the events. Several people had expressed an interest in knowing more about the Neighbourhood Plan process and/or joining the Steering Group. Rosalind will invite those people to the next Steering Group meeting.</p>	Rosalind

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<p>5.1 Questionnaire</p> <p>The group read through the questionnaire carefully to make sure it was relevant to Luppitt Parish. Gavin proposed and Andrew seconded that the Steering Group accepted the generic questionnaire. This was carried unanimously. It was agreed that there was no need for any parish specific questions. It was agreed that the questionnaire would be posted with return postage paid. Rosalind will find out if there will be a covering letter and how many survey forms will be allocated to each household. It was felt that young people may well want to complete one and would possibly have different views.</p>	Rosalind
<p>6. Next Steps</p> <p>The next meeting was arranged for Tuesday, 8 July 2014 at 8 pm in Luppitt Village Hall. Rosalind will invite the consultant, Paul Weston, to the meeting together with other interested parties.</p> <p>The meeting closed at 10.10 pm.</p>	Rosalind