

## LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF A MEETING OF THE LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP HELD  
ON WEDNESDAY, 26 SEPTEMBER 2018, AT 7.30 PM IN LUPPITT VILLAGE HALL

**Present:**

Steve Berry, Rosalind Buxton, Nigel Goode, Roger Hicks, Mary Hill, Lucy Murray, Pearl Pulman, Tracey Rosewell, Graham Russell, Steve Smith, Barbara Thorne, Michele Turner

ITEM	ACTION
<p><b>1. Apologies</b></p> <p>Apologies were received from Gavin Brake, Sara Gordon, Mark Hickman, Danek Piechowiak, Jacki Street, Christine Ryder, John Thorne</p>	
<p><b>2. Minutes of previous meeting</b></p> <p>It was agreed unanimously that the Minutes of the last meeting held on Wednesday, 29 August 2018, should be accepted as a true record of that meeting.</p>	
<p><b>3. Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• Roger had attended a seminar on planning at Sampford Peverell which had been enlightening. Amongst other things, attendees had been encouraged to look objectively at the area where they lived to get a sense of the place. Is it safe? Think about suitable and unsuitable places for development, if appropriate. Is there enough greenery? There is a new designation for local green space and this is in the final draft of the questionnaire. The planners felt it was a good idea to identify non-listed buildings that were of importance or merit. Generally felt this was an idea to consider as long as it did not result in more restrictions on the properties identified.</li> <li>• Roger had made contact at the seminar with a Neighbourhood Plan inspector who will read through Luppitt's plan and make comments. The fee charged is met by Locality.</li> </ul>	
<p><b>4. Questionnaire Progress</b></p> <ul style="list-style-type: none"> <li>• Roger said the main purpose of the meeting was to finalise the questionnaire and discuss and decide on logistics of delivery.</li> <li>• Roger thanked Sara and Michele for their input. He has received 148 emails relating to the questionnaire since the last meeting! He is satisfied that it supplements and updates the 2014 questionnaire and has cross-checked the questionnaire against the draft Plan. There are now 14 pages and 27 questions.</li> <li>• Comments from all sub-groups have been considered and incorporated in the final version of the questionnaire.</li> <li>• Email address to be added in Section 1 as well as the telephone number.</li> <li>• General discussion on the questionnaire but this could not be detailed as there had not been time to send out the latest version before the meeting.</li> <li>• Nigel was not happy about the privacy statement.</li> <li>• Rosalind will send out the final version to all Steering Group members for consideration. Roger is away so any comments should be sent to Michele by Wednesday, 3 October. Michele will then collate the responses and discuss with Roger.</li> </ul>	<p>Rosalind Michele</p>

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<ul style="list-style-type: none"> <li>The questionnaire will be sent to EDDC for approval before printing.</li> <li>May possibly use Catalyst to analyse results – depends on cost.</li> </ul>	Roger
<p><b>5. Website</b></p> <ul style="list-style-type: none"> <li>Set-up costs of the website are reasonable.</li> <li>Michele said that the email address will probably change to the domain name.</li> <li>Michele will secure domain name and will liaise with Christine over content of the website.</li> </ul>	Michele/Christine
<p><b>6. Questionnaire Costs and Delivery</b></p> <ul style="list-style-type: none"> <li> <p><b>Costs</b> Website hosting costs – approximately £3.00 per month so £36.00 per annum. Survey Monkey - £35.00 per month so costs for 4-6 months would be £140.00-£210.00. Printing 500 copies of the questionnaire black plus 1 colour - £200.00. Lucy suggested using coloured paper so Christine will be asked to get quote from printer. 300 envelopes printed in one colour - £50.00.</p> </li> <li>Proposed by Steve Smith and seconded by Nigel Goode, with all in favour, that these costs should be accepted.</li> <li>All expenditure must be approved by the Parish Council. Rosalind felt that the costs were reasonable and that the Parish Council would appreciate all the hard work that had gone into keeping costs to a minimum.</li> <li>To coincide with delivery of the questionnaire, A4 laminated posters will be placed at strategic points throughout the parish encouraging residents to complete the questionnaire. These will be changed midway to act as a reminder to people to complete the questionnaire. Michele to design the posters and Mary to laminate.</li> <li>Christine will continue to put regular updates in the Luppitt Packet.</li> <li> <p><b>Distribution</b> Rosalind has started to divide the parish up and match with volunteers who have offered to deliver and collect the questionnaires. She will send individual lists to each volunteer.</p> </li> </ul>	<p>Christine</p> <p>Rosalind</p> <p>Michele/Mary</p> <p>Christine</p> <p>Rosalind</p>
<p><b>7. Any other business</b></p> <p>There was no other business.</p>	
<p><b>8. Date of next meeting</b></p> <p>The next meeting will be held on <b>Wednesday, 31 October 2018, at 7.30 pm</b> in the Village Hall. The meeting closed at 8.50 pm.</p>	