

## LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF A MEETING OF THE LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP HELD  
ON WEDNESDAY, 27 FEBRUARY 2019, AT 7.30 PM IN LUPPITT VILLAGE HALL

**Present:**

Roger Hicks, Michele Turner, Christine Ryder, Graham Russell, Steve Berry, Lucy Murray, Mary Hill, Mark Hickman, Danek Piechowiak, Steve Smith, Tracey Rosewell, Sara Gordon, Alan Edwards, Barry Hooper and daughter, Rosalind Buxton

ITEM	ACTION
<p><b>1. Apologies</b></p> <p>Apologies were received from John and Barbara Thorne. Roger welcomed Alan Edwards to the meeting. Alan has agreed to join the Community Projects sub-group.</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, 6 February 2019, should be accepted as a true record of that meeting.</p>	
<p><b>3. Feedback on Transform Research report</b></p> <ul style="list-style-type: none"> <li>• The feedback has been very positive. The presentation was well received. The report and presentation slides will be uploaded to the website.</li> <li>• The website is taking shape and it is hoped to encourage interaction with residents.</li> </ul>	Michele
<p><b>4. Retention and secure storage of completed hard and soft copies of the questionnaire</b></p> <ul style="list-style-type: none"> <li>• The original plan had been for the data to be kept securely by the Parish Council. However, Transform Research has a policy of retaining data (hard and soft copies) for 12 months and then disposing of it securely. If it is felt that they should be retained for longer than 12 months, they will transfer to the Parish Council for safekeeping.</li> <li>• Michele has forwarded Rosalind two zip files containing the information from SurveyMonkey for safekeeping. Rosalind will retain the zip files until the end of the process (which may be longer than 12 months) when they too will be securely disposed of.</li> <li>• Michele has terminated subscription to SurveyMonkey (end February) and has deleted all the information she had.</li> </ul>	
<p><b>5. Next steps including reconvening sub-groups</b></p> <ul style="list-style-type: none"> <li>• The first priority is to reconvene the sub-groups and add new members to those light on numbers.</li> <li>• Danek agreed to join the Natural Environment and Tracey agreed to join Community Projects. They will both stay as members of New Development.</li> <li>• Phil Twamley, Neighbourhood Planning Officer at EDDC, had come to speak to the sub-group lead members before the main meeting. He was impressed with the response rate to the questionnaire and felt that the committee had done as much as they possibly could to ensure that residents were consulted and kept fully informed throughout the process</li> </ul>	

## LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP

ITEM	ACTION
<p>so far.</p> <ul style="list-style-type: none"> <li>Phil Twamley said that as the report showed a majority of residents felt that additional housing of some sort would be welcome, then it would be a logical step to ask EDDC to carry out a Housing Needs Survey for affordable housing. Roger was unsure about this as he felt it might be a distraction to completing the Plan.</li> <li>The next priority is for sub-groups to meet up to consider the answers to the questionnaire analysed in the report and make recommendations at the next Steering Group on 27 March on how they should be incorporated in their particular sections in the Neighbourhood Plan.</li> <li>There was some discussion on the size of the Steering Group and that it may be unwieldy with too many members. Rosalind will check members and discuss with the Parish Council.</li> </ul>	<p>Lead members</p> <p>Rosalind</p>
<p><b>6. Discuss LNP procedural timetable</b></p> <ul style="list-style-type: none"> <li>Timetable has been circulated giving details of key stages. If some dates are missed, it will be easier to see the impact on progress further on in the process.</li> <li>Tracey asked what arrangements had been made to deliver a copy of the report to each residence. After discussion, it was agreed that this would be undertaken by the volunteers who had delivered the questionnaire. Rosalind will sort out a sufficient number of reports and deliver to each volunteer.</li> </ul>	<p>Rosalind</p>
<p><b>7. Update on Parish Character Assessment</b></p> <ul style="list-style-type: none"> <li>Fiona Fyffe has pencilled in week commencing 8 April to start work. Rosalind will apply for funding in the new financial year.</li> </ul>	<p>Rosalind</p>
<p><b>8. Any other business</b></p> <ul style="list-style-type: none"> <li>Rosalind will update and circulate the list of sub-groups.</li> <li>All lead members need a copy of the draft Neighbourhood Plan.</li> </ul> <p>The meeting closed at 8.20 pm.</p>	<p>Rosalind</p> <p>Rosalind</p>
<p><b>9. Date of next meeting</b></p> <ul style="list-style-type: none"> <li>The next meeting of the Steering Group will be Wednesday, 27 March, at 7.30 pm in the Village Hall.</li> </ul>	