

## LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF A MEETING OF THE LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP HELD  
ON WEDNESDAY, 31 OCTOBER 2018, AT 7.30 PM IN LUPPITT VILLAGE HALL

**Present:**

Steve Berry, Gavin Brake, Rosalind Buxton, Roger Hicks, Mary Hill, Lucy Murray, Danek Piechowiak, Pearl Pulman, Tracey Rosewell, Graham Russell, Christine Ryder, Steve Smith, Andrew Tucker, Michele Turner

ITEM	ACTION
<p><b>1. Apologies</b></p> <p>Apologies were received from Mark Hickman, Nigel Goode, John and Barbara 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, 26 September 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 was pleased to announce that EDDC has approved the questionnaire with only a few minor amendments. The questionnaire has now gone to print.</li> <li>• At very short notice, Michele had uploaded the approved questionnaire to SurveyMonkey from which the questionnaire has been printed. Roger had already thanked Michele privately but wanted to thank her publicly for stepping into the breach at the very last moment. Without her input, there would have been no option to complete the questionnaire online.</li> <li>• The deadline for completion of the questionnaires is 30 November. The information from the questionnaires will then be collated for analysis. This may entail some external input or a village effort that might include a system of buddies so that the analysis process is seen to be independent.</li> <li>• The Steering Group will then reconvene in February 2019.</li> </ul>	
<p><b>4. Resignation of Vice Chairman</b></p> <ul style="list-style-type: none"> <li>• Sara Gordon has tendered her resignation as Vice Chairman. Roger was disappointed that Sara had resigned and had also decided not to attend the meeting. By not attending, he thought she had missed an ideal opportunity to put her case forward.</li> <li>• Roger understood there were four main areas that had caused Sara concern: <ul style="list-style-type: none"> <li>a) the cost of printing and the number of questionnaires that were being printed with the resultant waste of paper;</li> <li>b) lack of publicity;</li> <li>c) the free form questions in the questionnaire;</li> <li>d) the resolution process was not consistently transparent when making decisions.</li> </ul> </li> <li>• Roger responded to these points as follows: <ul style="list-style-type: none"> <li>a) The budget for the questionnaire had been discussed and agreed at a Steering Group meeting - £500 to cover the cost of printing, set-up of website, domain name and SurveyMonkey licence.</li> </ul> </li> </ul>	

**LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP**

ITEM	ACTION
<p>b) Roger had felt it was discourteous to push the Neighbourhood Plan at other village events as Sara had suggested. Christine had put articles in the Luppitt Packet to keep residents up to date with progress; 6 steering group meetings had been held, all open to the public; and 30 or so posters will be erected throughout the parish to raise awareness of the questionnaires.</p> <p>c) The idea of the free form questions is to provide an opportunity to gain a better insight to the views of the community. Sara objected to these on the grounds that they were more difficult to analyse.</p> <p>d) Roger felt that all important matters had been aired and discussed at Steering Group meetings before decisions were taken. At the Steering Group committee meeting the previous week, Sara had felt that even the colour of paper to be used for the questionnaire and envelope should have been referred to the full Steering Group for decision.</p> <ul style="list-style-type: none"> <li>• Roger would have liked Sara to have been present to respond to these points.</li> <li>• Sara has indicated that she would like to remain part of the Steering Group and continue as lead for A Balanced Community.</li> </ul>	
<p><b>5. Questionnaire Progress</b></p> <ul style="list-style-type: none"> <li>• The printed questionnaires will be delivered to Rosalind by Friday.</li> <li>• Christine said that a majority decision had been taken at the Steering Group committee meeting for the questionnaire to be printed in black on cream paper. The envelopes will be white with blue printing.</li> <li>• Steve Smith said that the word 'Parish' was missing – it should read Luppitt Parish Neighbourhood Plan. Roger said that Luppitt parish is mentioned throughout the questionnaire but to avoid any confusion with the Luppitt Parish Plan 2009 the principal document is titled the Luppitt Neighbourhood Plan.</li> </ul>	
<p><b>6. Website</b></p> <ul style="list-style-type: none"> <li>• Michele has set up a Neighbourhood Plan website – <a href="http://www.luppittneighbourhoodplan.org.uk">www.luppittneighbourhoodplan.org.uk</a> and an email address <a href="mailto:info@luppittneighbourhoodplan.org.uk">info@luppittneighbourhoodplan.org.uk</a>. The website is at a fledgling stage and it is hoped it will develop in time as a fully interactive village website.</li> <li>• A password will be needed for online completion of the questionnaire and this is given on page 3 of the hard copy of the questionnaire. It is intended to encourage as many people as possible to complete the questionnaire online but the important thing is to get people to respond.</li> <li>• There will be links to the other two Luppitt websites.</li> </ul>	
<p><b>7. Posters</b></p> <ul style="list-style-type: none"> <li>• Michele has designed a poster and Mary will laminate 30 copies to be located around the parish. Rosalind has drawn up a list of suggested sites.</li> <li>• Roger asked for volunteers to erect the posters. Graham offered to help Roger and Rosalind – Pearl will help Rosalind.</li> </ul>	Graham/Roger/ Pearl/Rosalind
<p><b>8. Questionnaire Delivery</b></p> <ul style="list-style-type: none"> <li>• Rosalind will provide each team of volunteers who are delivering the questionnaires with a checklist, crib sheet and envelopes. Lucy</li> </ul>	Rosalind

**LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP**

---

ITEM	ACTION
suggested that the packs of questionnaires could be collected by each team from the Village Hall preceding the Parish Council meeting on Tuesday, 6 November. It was agreed that this was a good idea.	All volunteers
<b>9. Co-ordinating the start of delivery</b> <ul style="list-style-type: none"><li>• It was not yet possible to give a definite date for the start of delivery but Roger and Rosalind will co-ordinate the start of delivery and advise the volunteer teams.</li></ul>	Roger/Rosalind
<b>10. Any other business</b> <ul style="list-style-type: none"><li>• There was no other business.</li></ul>	
<b>11. Date of next meeting</b> <ul style="list-style-type: none"><li>• The Steering Group will reconvene in February 2019 – date to be advised.</li></ul>	Roger