

MINUTES OF THE LUDGVAN NEIGHBOURHOOD PLAN STEERING GROUP HELD ON 7TH JULY 2015 AT THE OASIS CHILDCARE CENTRE , LOWER QUARTER, LUDGVAN.

PRESENT: Graham Carter (Chair); Ian Pye (Vice Chair); Charlie Cartwright; Stephanie Hutchison; Lawrence Kay; Nicola Osborne; Chris Phillips; Cllr. Richard Sargeant; Jeff Scott;

IN ATTENDANCE: Steve Hudson (Parish Clerk);

SG 25. Apologies for Absence:

Apologies were received from Steering Group Members Cllr Andy Branchett; Cllr Eddy Edwards; Charles Osborne and from James Hardy and Roy Mann.

SG 26. Minutes of the Meeting held on 2nd June 2015:

The Minutes were **Approved as a true and correct record of the meeting.**

SG 27. Declarations of Interest:

None.

SG 28. Dispensations:

None.

SG 29. Resignations & Steering Group Membership:

The Clerk reported that since the last meeting Councillor Eddy Edwards, Ginnie Odetayo and David Seller had resigned from the Steering Group. Following a lengthy discussion it was **RESOLVED that:**

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| (a) the Parish Council be asked to amend the Terms of Reference to set a maximum Steering Group membership of 15 and subject to (a) | Steve Hudson |
| (b) Joe Poynton be asked to join the Steering Group | Steve Hudson |

ACTION BY

SG 30. Report of the Parish Clerk:

The Clerk presented his report and (having left the room during the discussion of project management arrangements) it was **RESOLVED that:**

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| (a) the Engagement Strategy be reported to the Parish Council for approval; | Steve Hudson |
| (b) the protocol for decision making between meetings is to be as follows: | |
| 1. Where possible make it clear in any resolutions of the Steering Group with whom the responsibility lies for a particular task, to that end a "Action" column is to be added to the Minutes; | Steve Hudson |
| 2. If a decision is required that falls entirely under the remit of the Steering Group then it can be made in consultation with the Chair & Vice Chair, via the Parish Clerk | All |
| 3. If a decision is required that requires the approval of the Parish Council then following 2. above the Chairman of the Council can either agree the decision or refer it to the Parish Council for approval; | All |
| (c) a Draft Sub Group Terms of Reference document is prepared for consideration; | Steve Hudson |

ACTION BY

- (d) **the protocol for authorising expenditure is as follows:**
1. **All expenditure will be authorised by the Steering Group and effected by the Clerk other than in an emergency;**
 2. **Should, during a community event for example, an urgent need arise, a member of the Steering Group or a Sub Group can make the necessary purchase up to a limit of £20. A receipt must be obtained and if possible an invoice made out to Ludgvan Parish Council.**
 3. **For individual items over £500 a resolution of the Parish Council is also required.**
 4. **For items over £1,000 three quotations should be obtained.**
- (e) **the budget for the initial consultation stage is £500;**
- (f) **a Project Plan and Finance Sub Group be established consisting of the Vice Chair, a Councillor, one other Steering Group Member supported by the Parish Clerk & James Hardy;**
- (g) **the Parish Clerk will undertake project management duties on an hourly rate up to a maximum of one day a week;**

All

Engagement
Sub Group

Steve Hudson

Steve Hudson

SG 31. Engagement Strategy Update:

- (a) Nicola and Jeff updated the Steering Group on activity since the last meeting and the next steps:

In respect of the residents questionnaire:

- Long Rock had been letter dropped and return boxes provided at the post office and shop;
- 200 questionnaires were handed out at the School Sports Day;
- The Oasis Centre had sent questionnaires out with all the children;
- Return boxes were available at the School & Oasis Centre;
- Two of the three days at Morrisons has been successfully completed following an article in the Cornishman;
- The next letter drops would target Ludgvan and Crowlas with new return boxes to be provided;
- Following that Canonstow and the more outlying areas would be tackled;
- It was hoped to have a stand at the Horticultural Show.

Steve Hudson

In respect of the business questionnaire:

- 190 letters had been sent;
- Follow up 'phone calls and visits would commence shortly;
- It was confirmed that farmers were being contacted as part of the engagement of the business community;

- (b) The importance of projecting a professional image through our presentational and printed material was stressed, following discussion it was **RESOLVED that the Engagement Sub-Group consider the requirements and report back to the Steering Group in due course.**

Engagement
Sub Group

SG 32. Housing Walkabout:

The outcome of the Affordable Housing 'walkabout' was fed back to the Steering Group and given the importance of the subject, the evidence base that already exists and the offer of help from Cornwall Council it was **RESOLVED to set up an Affordable Housing Sub-Group and to call for volunteers to become involved.**

Steve Hudson

ACTION BY

SG 33. Crowlas Crossroads:

The Clerk reported that the Highways agency has confirmed that the monies mentioned for Cornish road improvements in the Autumn Statement referred to those at Temple and between Chiverton Cross and Carland Cross.

SG 34. AONB Strategy:

It was **RESOLVED** to set up an Area of Outstanding Natural Beauty Sub-Group and to call for volunteers to become involved.

Steve Hudson

Date of next meeting 4th August 7pm

The meeting closed at 9:05pm