

**MINUTES OF THE LUDGVAN NEIGHBOURHOOD PLAN STEERING GROUP  
HELD ON 3rd NOVEMBER 2015 AT THE OASIS CHILDCARE CENTRE ,  
LOWER QUARTER, LUDGVAN.**

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

**IN ATTENDANCE:** Steve Hudson (Parish Clerk); & James Hardy (Cornwall Council)

**SG 59. Apologies for Absence:**

Apologies were received from Steering Group Member Joe Poynton & Kieran Highman

**SG 60. Minutes of the Meeting held on 6th October 2015:**

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

**SG 61. Declarations of Interest:**

None.

**SG 62. Dispensations:**

None.

**ACTION BY**

**SG 63.** The Group was addressed by Jo Widdecombe of Situ8 Planning Consultancy regarding their role in bringing forward affordable housing sites and assisting with neighbourhood planning.

**SG 64. Vision:**

It was **RESOLVED** that the draft vision, as circulated, be adopted.

**SG.65 Report of the Project Plan & Finance & Engagement Strategy Sub Groups:**

Following a general discussion it was **RESOLVED** that:

- (a) **the revised project plan be approved;**
- (b) **the current budget position be noted;**
- (c) **the Clerk's timesheet be authorised;**
- (d) **the Thematic Group Terms of Reference be approved;**
- (e) **the Thematic Group Methodology be approved;**
- (f) **the Engagement Strategy Sub Group will finalise the Engagement Strategy and produce guidance for the Thematic Groups by January 2016.**

Engagement Strategy  
Sub Group  
James Hardy

**SG.66 Thematic Groups**

The membership of the groups was updated and it was **RESOLVED** that:

- (a) **the Clerk contact local organisations with a view to recruiting additional group members;**
- (b) **the first meeting of the Natural Environment Group would be at 7pm on Tuesday 24th November;**
- (c) **the first meeting of the Transport, Roads, Traffic & Infrastructure Group would be at 7pm on Tuesday 17th November;**
- (d) **the first meeting of Housing Group to be arranged by the Clerk after contacting the members not present;**
- (e) **Four bound copies of the Penwith Local Plan be purchased.**

Steve Hudson

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The meeting closed at 8:55pm

Date of next meeting 1st December 2015