

LYONSHALL NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

MINUTES OF MEETING

Monday 28th January 2013, 7.30pm in the Memorial Hall, Lyonshall

Present: Peter Broadbent (PB), Ron Addis (RA), Kinsey Hern (KH), John Parker (JP), Isobel Hutton (IH), Kate Lomax (KL), Richard Oliver (RO).

100. Apologies for Absence accepted from Dee Wetherill (DW).

101. Minutes of the Meeting of 26th November were approved and signed.

102. Matters Arising & Reports on Actions Undertaken.

There were no matters arising and actions are dealt with elsewhere on the agenda.

103. Feedback from the 2 Public Meetings

It was **agreed** that the meetings had been a success. It was suggested that it would be useful to compare Lyonshall population and questionnaire return person data with the census data so that under-represented groups could be targeted. When the chairman put the following question at each meeting it was overwhelmingly carried with no-one voting against.

How many of you now feel that the preparation of a Neighbourhood Development Plan is a worthwhile project for Lyonshall?

104. Discussion Paper on Format for Second Questionnaire.

It was **agreed** that the document provided a good starting point to guide the focus groups and that on-going amendments would be made as necessary later.

105. Focus Groups

There was a general discussion on preparations and readiness. The chairman circulated his notes. KL will check with DW if 20th November is acceptable for the amenities, services, & recreation focus group. Group leaders were reminded of the need to produce a brief note or report on the meetings. It was agreed to bear in mind the possibility of a drop-in session at an appropriate stage.

106. Chairman's Absence

The focus groups will continue but there are no other anticipated items needing action.

107. AOB & items, date(s) and venue(s) for next meeting(s).

PB recommended a document "A Quick Guide to Neighbourhood Plans" on the www.Locality.org.uk website. Next steering group meeting will be 25th March when Ted Bannister will be invited.