

WEST MONKTON and CHEDDON FITZPAINE PARISH COUNCILS

Neighbourhood Plan Steering Group Meeting Tuesday 10th May 2016

Venue : West Monkton Village Hall

Time : 7.00pm

Minutes :

1. Apologies:

Mike Thompson, Nigel Griffiths, Andrew Winter, Denise Webber, Annie Durham, Mick Chinnock. Elsa was welcomed, joining the Housing writing group.

2. Update on final Survey Returns

All surveys received, over 400 entered and on system. Survey Monkey now closed and analysis available.

3. Schedule of comments in Surveys

Jason had extracted responses by question, sent to all members. Questions for each Writing Group identified. Access to SM analysis given (username and password) - analysis tools available to writing groups. Cloud analysis helpful, warning about use of weighted average on histograms.

4. Vision

Mark had wordsmithed Kelvin's draft. It was read to the meeting. No changes suggested. Mark Pollock will send out final version. Needs to be added to the NP document.

5. Mark Pollock updated Draft Report

Mark Pollock's Introduction approved.

He advises writing groups to all follow his basic pack including templates. He will send these again by email to Kelvin for onward distribution. Too much information to print it all out and give hard copies to everyone. If writing groups want to print it out into hard copy they should do so. Mark Pollock will not attend again until writing groups have produced something.

6. Preparation of Neighbourhood Plan

Sub Committees

Some work has started. Time is not a luxury, (counting back from referendum end date) and groups were urged to get on as quickly as possible.

The questions need to be analysed individually and a determination of what people want should be extracted. As an aside (important this doesn't become priority at this stage) some ideas may emerge which are Parish specific and therefore not suitable for NP, but can form part of Parish advance planning; and some ideas will emerge which whilst not necessarily part of NP will be useful in the creation of the CIL Regulation 123 list separately for each Parish – the 123 is not a list of priorities but a determination of the areas where CIL money will be spent. (Using Mark Pollock's template will mean the end result from each group is in the same layout/format).

Reports on sections

Building group will meet shortly - lead is Kelvin

Employment group has gathered information and first meeting on Monday – lead is Denise/Annie

Sustainable transport has met already and divided up tasks – lead is Jason

Environment Ecology and Drainage + Recreation and community have divided up the tasks, two sets of questions analysis have been completed – lead is Norman.

The Sustainability Scoping document will include reference to policies and legislation. The Sustainability statement will include information on Historic and listed buildings; TPOs; List of registered Assets of Community Interest; N Pratt will do Conservation Area reappraisals (Cheddon West Monkton, Hestercombe).

The Consultation Statement will include questionnaire, survey at Primary Schools and businesses in the NP area, SWOT report. Mark Pollock suggested that his initial response to the questionnaire could be used as a framework for this section. CCS has already offered their services to do school and business surveys.

Please use Mark Pollock templates, there is a box in the template into which a note can be made of ideas for emerging policies; ideas and notes acceptable at this stage: process is iterative. Record everything, evidence and lists are key.

Ann Rhodes TDBC has requested a single point of contact with her should there be questions about policies and sources; please send your comment or questions to Tricia who will forward to Ann and send the response back to you.

Completion target dates

Counting back from referendum which is likely to be same date as County Council elections (May 2017) means that writing groups should have completed first draft by end of August for review by M Pollock.

7. Grant Applications

End of grant forms completed and submitted – seem ok. Next round of applications – need estimates from Mark Pollock to make next application.

8. Creech St Michael

Nothing heard from Creech St Michael. Kelvin is meeting WYG Alec Bullock to ascertain no areas of overlap or duplication.

9. Budget

See item 6.

10.AOB

SWOT analysis was discussed. It is to be a swot analysis of living in the NP area. First run at West Monkton Village Hall Spring market: Ann Rhodes TDBC will be asked for display boards. After that, finesse if needs be before sending it out to Mail Chimp NP mailing list. Cheddon Parish may be able to take it to Queens tea event. Will invite comments on Village News/Newsletter, but feeling was that SWOT needed to be explained first for those who don't know. Andy P will setup a Facebook page.

It was agreed it was better to work with the developers sooner rather than later.

Writers may wish to check the Bishops Lydeard consultation statement and other evidence. (On Bishops Lydeard website www.bishopslydeard.org)

11. Date of next meeting

On second Tuesday of every month the committee room at West Monkton Village hall is booked (so available even if no meeting). Next meeting 14th June 2016 at 7.00pm, for a review of progress of the four writing groups so far.