

## WEST MONKTON and CHEDDON FITZPAINE PARISH COUNCILS

### Neighbourhood Plan Steering Group Meeting Tuesday 12<sup>th</sup> January 2016

Venue : West Monkton Village Hall

Time : 7.00pm

Minutes :

1. Apologies: Jason Woollacott, Rob Isaacs, Andy Pritchard, Richard Parrish, Norman Cavill, Annie Durham.
2. Presentation by Mark Pollock.  
Mark presented his first thoughts on taking the NP forward. He had experience with Bishops Lydeard, local knowledge, wide experience as Senior Planner for South Somerset. It was noted that the NP itself needs to be robust enough, and written in such a way to withstand developer challenge. The Plan would run from 2016 to 2028. The aim should be to get the highest turnout to the referendum possible because that gains credibility for the NP. Census information is helpful for the evidence base. He could assist as well with the formulation of the 123 List that would be developed at the same time as the NP (which includes policies). There might be provision made for community self build projects on land not already allocated, otherwise allocation would stay as it is. The boundary at Cheddon might be challenged again. Mark could take a look at the questionnaire after the final adjustments are made following the exhibitions and testing the Survey Monkey version. Members of the Steering Group were undecided about consulting school pupils, if the lower age of the Referendum would not allow them to vote.  
Mark was thanked for attending and agreed to send his power point presentation to Kelvin. It was agreed to appoint Mark Pollack as the technical consultant for the WM and CF NP. He will be asked to go over the questionnaire at its final stage. He will be asked to set the structure for the Neighbourhood Plan itself after questionnaires have been analysed, and go over the draft plan. He can be asked to give guidance on the 123 List.
3. Jane Birch – CCS: report on meeting of 7<sup>th</sup> Jan 2016  
Attended by Kelvin Jo Tricia Norman  
Jane explained that because both Parish Councils were members of CCS, the NP Steering Group would qualify for 4 hours free consultation time. The time could be used to set up a Housing Needs Survey. Jane suggested that the NP Questionnaire could allow participants to request a Housing needs survey to be conducted by CCS as an independent body to give evidence for Housing needs identified in the questionnaire.  

Business / Education Assistance. Jane explained that assistance can also be given regarding press releases and publicity, and they could take the NP consultation into schools if wished (but see above – need to check with Ann Rhodes TDBC)
4. Questionnaire Position  

Creech St Michael PC has decided they will do a NP, so has Kingston PC, so have Ruishton and Stoke St Gregory PCs.

Delivery and Collection: Jo has researched companies and the best value one is Sharp Cat. Issues to sort out include using SC license vs having our own license cost £94. Also Printing cost, quotes were for loose leaf, we want it stitched. Also the name (SC) did not appeal so could despatch take place in the name of West Monkton and Cheddon Fitzpaine Neighbourhood Plan, and not have London or other large city for reply address. Close date for Questionnaire circa 20<sup>th</sup> March (Good Friday is 25<sup>th</sup> March). Sharp Cat use recyclable materials and plant trees.

Advertising: SC will allow a one liner on the despatch envelope. Both Clerks to advertise the Questionnaire wherever possible (webs site, Village News/Newsletter, noticeboards, Facebook(?)) and make sure to complete it, noting on line and hard copy options, with emphasis and preference given to the online option.

#### 5. Exhibitions – 18<sup>th</sup> and 20<sup>th</sup> January

Maps: Kelvin will phone Ann to arrange when to collect the display boards from TDBC, also A2 size maps.

Narrative: Jo will do an A4 sheet of the section headings from the Questionnaire, Tricia will do Historic buildings lists, and any other narrative sheets.

Display Boards: see above

Attendance: get a list of emails from attendees for future reference, also comments sheet

#### 6. Post Exhibition

Have a final revision of the questionnaire having included comments from exhibitions and testing of SM version by members of Steering Group. Meeting will be on Tuesday 26<sup>th</sup> January 2016 at 7.00pm at West Monkton Village Hall.

#### 7. Budget:

It was agreed to take a resolution to WM and CF Parish Councils to agree to pay up to £4000.00 for Printing, Despatch and Collection costs if have to pay up front, to avoid delay to progress. The cost to be divided 1/3 Cheddon Fitzpaine PC, 2/3 West Monkton PC. Meanwhile Locality grants are being applied for in hope of getting the grant before the bills have to be paid. If have to pay up front, grant will have to be repaid to Locality. Juggling due to tight time schedule.

#### 8. AOB:

It was agreed to meet at Cheddon on Monday at 5.00pm to set up the boards. Later start at West Monkton, 6.40pm, as boards already set up.

#### 9. Date of Next Meeting:

Tuesday 26<sup>th</sup> January for final revision of Questionnaire,

next NP Steering Group meeting is Tuesday 9<sup>th</sup> February 2016, 7.00pm at West Monkton Village Hall.