

WEST MONKTON and CHEDDON FITZPAINE PARISH COUNCILS

Neighbourhood Plan Steering Group Meeting Tuesday 22nd March 2016

Venue : West Monkton Village Hall

Time : 7.00pm

Minutes :

1. Apologies

Apologies were received from N Cavill, A Durham, L Thompson.

Mike Chinnock was welcomed.

2. Survey Returns

J Woollacott reported 390 returns on the system, from which he had run the first analysis report. Hard copies were distributed. More copies were coming through the system from manual inputting, possibly up to 60, according to SM feedback. The final delivery from Sharp Cat will be on 29th March – may be up to another 50. This represents a return of between 15 and 20%.

This is the end of the first phase.

3. Paper Copy Inputs

All done and none outstanding. Mike Batch had suggested a quality control system that manually inputted copies should be ticked and noted 'manual jw' (jw=Jason Woollacott who set up the manual link). Final box from Sharp Cat expected on 29th March which could be inputted in a day or two. Volunteers thanked warmly for their inputting efforts.

4. Mark Pollock initial Draft Report and timescale for update

A final executive report was presented by Mark P. He has provided a forward plan. The final version of this document (excluding comments) will be circulated by the end of the week for NP Steering Group to read. A Vision statement needs to be agreed for the NP area: Kelvin and Mark will make a first draft to be circulated by email for comments. The comments need extracting from the responses in order to ascertain themes running through them, and/or may need Parish Council reference. Jason may be able to set up SM word clouds for some of the responses

(so the words mentioned most appear in the largest font)

5. Preparation of Neighbourhood Plan

Sub Committees

Mark had suggested 6 writing groups to reflect the themes coming from the responses, which, after discussion, were merged into 4:

Housing Needs + Conservation and design: Kelvin, Nigel, Ray

Sustainable Transport: Jason and AndrewW

Employment and Commercial facilities: Denise and Annie

Environment, Ecology , Drainage+ Recreation and Community Facilities:
Norman, AndrewP, MikeT and MikeC

Any members of Steering group not yet volunteered – please feel free to choose an area that interests you.

Notices will be put in newsletters, websites, and mailchimp mailing list to ask for more volunteers to help writing the draft policies.

Draft Completion Dates

25th March: Mark P will try to circulate his final draft report as a pdf so people can get reading.

Before April 5th: MarkP, Kelvin and Jason will draft a Vision Statement to circulate by email for comments before 5th April meeting. Mark is detecting a frequent comment is 'enough is enough' (even though there are another 3500 houses still to be built) so is thinking that the approach for the NP may be of quality development that protects the environment and integrates communities.

TriciaC will set up a meeting with Steve Altria (CSM Clerk) and the chairman of their NP Steering Group (and which consultant they are using).

5th April: meeting of NP Steering Group: reading in preparation – Mark P's report, SM results pdf, Bishops Lydeard Neighbourhood Plan and Inspectors comments (www.bishopshlydeard.org.uk). MarkP will distribute templates for writing sections of the plan, which will include assistance with context relating emerging themes with current NPPF policy, Core Strategy, and SADMP policy. Groups will start writing. All writing groups to follow template to ensure consistency.

Between 5th April and 14th April: Kelvin to make appointment to meet with Ann Rhodes *et al* to determine what assistance TD can give us, and ascertain what boundary issues A Rhodes may have with CSM adjoining.

10th May: NP Steering Group – progress check

Completion Date Target

By the end of the year – Masterplanning is beginning at TDBC and as soon as that is done, an outline application for the rest of the MH site can be expected...Staplegrave UE progress may lead to applications on the other side of the NP area. Speed still of the essence. TD interested in the NP.

May also need to do further questionnaires – responses from schools and housing needs, both of which can be done by CCS.

Need to arrange parish event/exhibition/other for residents to participate in SWOT analysis...people can put their comments on post-it round the wall.

A descriptive introduction will need to be written to set the scene for each of the 4 themes describe settlements etc use census data.

The NP needs to identify those issues not already in UE planning and unique to the NP area.

5. Meetings with TDBC personnel

Kelvin will fix up a meeting with A Rhodes (see dates above)

6. Grant Applications

Government has released more funds to Locality so next grant application needs to be made promptly

7. Creech St Michael

CSM has decided to go ahead with a NP, the designated area is out for consultation at the moment. There needs to be a meeting with them to ensure there is no conflict between the two neighbouring NPs along the boundary. (see dates above)

8. Budget

Sharp Cat printing and postage all paid. Final invoice for the BRE costs will be invoiced on 29th when final delivery of returns is made. (A charge per envelope

used will be levied, plus there will be three courier deliveries). Mark Pollock's invoice to be received dated no later than 30th March 2016.

10. AOB

11. Date of next meeting

5th April 7.00pm at West Monkton Village Hall

10th May 7.00pm at West Monkton Village Hall.

There being no further business, the meeting finished at 9.00pm.