

WEST MONKTON and CHEDDON FITZPAINE PARISH COUNCILS

Neighbourhood Plan Steering Group Meeting Tuesday 9th February 2016

Venue : West Monkton Village Hall

Time : 7.00pm

AGENDA :

1. Apologies

Apologies received from A Winter, A Pritchard, N Griffiths.

A Durham, D Webber, and N Cavill arrived later

2. Welcome to Mark Pollock

Mark had gone through the questionnaire and made his comments which were noted for inclusion in the document by Jo and Tricia later. It was noted that the inclusion of the larger established businesses (for example, those in the Crown Industrial Estate) in community engagement might be achieved by a separate email to Taunton Deane Economic Development department. There may be a need for a separate survey so there is evidence they have been included in the consultation: CCS may be able to assist with this - to be assessed later. The smaller businesses in the Neighbourhood Plan area may also need to be contacted individually, perhaps another smaller survey to evidence their inclusion in community engagement. Noted: for example, they may have issues about where their work force lives in the NP area. Noted – may need further exhibitions about the Country Park and other Green spaces. Need to set up a separate workshop to do SWOT analysis – check how Bishops Lydeard did this.

3. Questionnaire Position

Hard Copy current version ...2106.7 ***Clerks note, this version has been superceded, please check with Jo or Tricia for most current version.***

Survey Monkey Copy: has been tested and it works

Final version of hard copy – when Mark’s comments are integrated – will be sent to Jason for him to amend SM, then cross referencing of the two versions by Jo and Tricia.

Almost ready.

4. Sharp Cat

Delivery date and cost: dates all depend on when the Locality/Groundworks grant comes in: SC understands the position and will not commence work until 18th/19 which should be after grant has been received.

Return date: all agreed that timetable allows return date to remain at 21st March 2016.

Advertising: strap lines on despatch and return envelopes have been agreed. No commercial advertising.

Paper weight agreed at 80gsm; SC reassured Jo and Tricia that no ink bleed was likely but checks during the print run would form part of their quality control.

5. Grants

Current position: the grant applied for (circa £5800.00) has been awarded, but now going through ‘due diligence’. It will most likely be sent out in the financial despatch run from Locality/Groundworks next Weds (17thFeb). The entire grant must be spent or else it has to be returned.

Future applications: new applications can be made for technical assistance after 1st April, which should cover Mark’s costs. NP Steering Group needs an idea of what these are likely to be before the application is made or the work invoiced. Other grants seem to be available as well.

6. Questionnaire Returns Analysis

The SM has analytical tools which will help extract various pieces of information. Hard copy returns will be entered by hand: Annie, Jo Tricia, any others depending on volume of hard copy returns. SC will be asked to send returns in (weekly?) batches rather than one larger despatch.

Mark will assist in assessing areas of importance to residents from the returns: then start to form up a template for each section to be written with policies at the end of each section. Note to members – please access

www.bishopslydeard.org.uk to see how they presented their Neighbourhood Plan.

7. Bishops Lydeard / Creech St Michael

Bishops Lydeard heading towards referendum. See item 6. above for an idea of the templates and policy writing. Mark will advise on templates before the writing starts. Writing will be done by groups – one per each section. Does anyone know residents with expertise/enthusiasm who could now be asked to join in?

No information about what Creech St Michael is doing. Kelvin: probably advisable that WMCF NP Steering Group should make contact with CSM Parish Council in March/April.

Kelvin will check with TD Ann Rhodes how referendum is done, nearer the time.

8. Budget

No particular issues. Grant has been awarded. Norman has a better understanding of how further grants from different sections of Locality can be applied for post 1st April. Cost to Parishes so far has been as predicted: for Clerks' hours, and hire of Halls; and for WM as the lead parish, the purchase of Survey Monkey.

9. AOB

None.

10. Date of next meeting

Meeting on 8th March was cancelled.

Meetings agreed for 22nd March and 5th April when principal agenda item will be returns of Questionnaire. Both meetings will be at 7.00pm at West Monkton Village Hall.