

NEIGHBOURHOOD PLAN MEETING
16th December 2015

Present: Keith Jackson, Richard Pugh, Peter Bartram, Bill Berry, Sue Cave, John Mason, David Johns, Mike Watts, Marion Facey, Peter Seaman, Penny Gorman, Paul Godfrey,

Apologies: Sandra Pipe, Eileen Lee, Andrew Facey

1. Approval of previous minutes

The minutes of the previous meeting were agreed.

2. Matters arising

Grant – Keith reported that the grant requested has been approved and it is expected that it will be paid into the Parish Council account. There are some conditions which need to be met, e.g. a record of all spending needs, although invoices for anything under £1000 are not required. All expenditure needs to be signed by 2 signatories, it was decided that they would be Keith and Lynda. The grant will cover cost of consultants, room hire, printing (around £300), website development. Total - £4914. Most of this will be taken up by consultant costs. This has to be spent by the end of March but additional funding can be requested in the new financial year.

3. Village events

21st November – Shop extension opening – Andrew/Bill – disappointing in terms of numbers of people getting involved. Maps of the village and whole parish were available with markers showing where points could be added. Not many leaflets have gone from the shop.

Details of the 45 properties that are not included in the newsletter circulation have been identified. This information will be used in February to maximise circulation of the community survey

Church soup and pudding lunch – Peter B – Peter was unable to attend this.

Christmas Fair – 28th November / Church Christmas Fair – 5th December – as above.

A suggestion was made that anyone running a group could make an announcement that leaflets etc. are available – ‘Take a leaflet home’.

Important to get as many people at the public meeting and to get them to respond to the questionnaire. Need to raise awareness before this.

‘Shock tactics’ were discussed i.e. ‘is this what you want in your parish?’

Wording of the advert is crucial.

Questionnaire will be issued at the public meeting. Changes to the draft questionnaire will be minimal – additional comments box at the end. There will be a set date for final analysis.

Suggested questionnaires can be dropped into the shop, Rally Club, online. Keith proposed that questionnaire be sent out with February newsletter and Marion will ask distributors to get this out as soon as possible. This was agreed.

Keith will design a poster to encourage people to attend the public meeting and to complete the survey. **ACTION - KEITH**

4. Public Meeting

One or more volunteers would need to commit themselves to arranging the public meeting. Andrew (in his absence) was suggested for this role. A decision would be made at the next meeting. The public meeting will need to be compliant with Health and Safety issues and Risk Assessment. It was believed that the Village Hall already has this in place.

ACTION – DAVID WILL CONFIRM THIS WITH MAX FACEY.

5. Community Survey

A substantial draft questionnaire has been put together. This will be circulated to members of the Committee. Jenny Bartram will help with this. Needs to be with Peter B first week in January. To be with Marion by 26th January.

6. Liaison with outlying farming enterprises

As Peter Hooper no longer available, there is now a gap in liaising with this group of the community. Suggested questions could be obtained from other questionnaires. Peter S was happy to talk to Peter White to ask if he would like to be an associate of the group in suggesting farming-related questions.

ACTION – PETER S.

7. Any Other Business

How to contact stakeholders from outside of the parish was discussed. It was agreed to await advice from the consultants.

Keith stated that he expected the Plan to be well on its way by the end of March and that he will be resigning from his position as Chair at the end of March.

8. Date of next meeting

Wednesday 20th January 2016 at 7.30 p.m.