

NEIGHBOURHOOD PLAN MEETING

20th January 2016

Present: Keith Jackson, Richard Pugh, Peter Bartram, Sue Cave, John Mason, David Johns, Sandra Pipe, Eileen Lee, Marion Facey, Peter Seaman, Penny Gorman, Paul Godfrey,

Apologies: Michael Watts, Bill Berry, Andrew Facey

1. Approval of previous minutes

The minutes of the previous meeting were agreed.

2. Matters arising

- Poster – The poster prepared by Keith was circulated and accepted.
- Public meeting – Health and Safety – David reported that he had spoken with Crystal who is unaware of any written health and safety policy. However, the hall cannot contain more than 150 people at one time and if chairs are to be in rows, then they need to be clipped together.
- Peter White and farming related questions – Peter S reported that he had spoken to Peter White who is prepared to help but not actually be involved.

3. Grant

Keith reported that the grant, £4914, has been received. The £4914 has to be spent by the end of March but after this time we can request more, up to £8000. For the consultants to prepare the evidence base is £4100, up to £86 for room hire, approximately £300 for printing and £100 for other unspecified expenses. Invoices do not need to be presented for sums less than £1000. Consultants can now be employed who are expected to carry out a lot of the work. Consultants have been asked to create a plan, similar to Deviock. Dates put forward and the plan in general has been accepted. The consultant will want a meeting before the end of the month. There will be a half-day workshop towards the end of February to get the results of the questionnaire and match with the evidence based report and national regulations to give the basis for writing the plan. The grant cannot be used for anything of a capital nature.

4. Consultants

The consultants will be producing an evidence based report. Workshop will bring together the results from the questionnaire, the evidence based report and national regulations and will be written in our words. The proposed date for the report is week commencing 15th February with a draft printed prior to 15th February. The workshop will be held in the week commencing 22nd February. The meeting before the end of the month will be the critical meeting of the whole process.

5. Public Meeting

- Hope to achieve

The public meeting will be on 3rd February at 7.30 p.m. where there will be a presentation from David Reed from which it is hoped further discussion will be promoted. It is hoped to raise awareness, encourage engagement and participation. Need people to complete the questionnaire. There will be maps of the village and whole parish.

ACTION: KEITH TO FORWARD VILLAGE PLAN TO SUE/JENNY.

- Content and format

David Reed's presentation will open the meeting and then the questionnaire will be presented. Question and answer session. Questionnaires going out in February newsletter.

- Organiser/Manager

Richard with the help of Peter S happy to help organise chairs, projector etc. Richard happy to help run the meeting.

Marion suggested that each committee member e-mail their local contacts to remind about the public meeting. Siobhan Rawlins will give out flyers and also insert into newspapers. **ACTION: PETER B TO SUPPLY FLYERS TO SIOBHAN**

Keith will write a piece for the newsletter, including signposts to other Neighbourhood Plans such as Deviock and Quethiock. **ACTION: KEITH**
The local postmen will be asked if they are allowed/willing to distribute the flyers. **ACTION: PETER B / PETER S**

6. Community Survey

The survey was discussed in detail and amendments were noted by Sue and John. Marion felt that the best way of getting the surveys returned was to collect from people's homes. It was decided, however, to wait and see how many are returned to the shop. Collecting may then be agreed. John, Sue and Bill were thanked for their input.

It was agreed that the survey would be printed on A4 paper, back to back, stapled.

The survey will be printed by 26th – 28th February.

Regarding the 45 households identified as not receiving the newsletter, Richard agreed to deliver the survey.

7. Farming representative

It was agreed that it has not been possible to get a farming representative, despite the best efforts of the Committee.

8. Any Other Business

Sue stated that a possible increase in the precept had been mentioned in some plans, but this has not been included.

9. Date of next meeting

Wednesday 17th February 2016 at 7.30 p.m.