

## Fenny Compton Neighbourhood Plan Steering Group Meeting

6 February 2017, 7.30pm, Merrie Lion

### Notes & Action Points –

Present: Derek Carless (DC) (in the chair), Gareth Joyner (GJ), Sarah Phillips (SP), Rolf Schubert (RS), Hilary Birkbeck (HB), John Wickenden (JW), Nick Marsden (NM)

Apologies: Michael Guest (MG), Roly Whear (RW)

#### **1. Review action points from 9 January**

DC - All action points have been met.

DC – Noted that Sue Hayward has left the group. He introduced Nick Marsden, attending the meeting to discuss IT and communications.

#### **2. Terms of Reference (TOR)**

DC – presented TORs circulated to the group for discussion.

ALL – Everyone agreed that they should be concise, written in plain English and needs a memorable mission statement

HB – has compiled a draft TOR document from other examples. He agreed to review the text following group discussion and circulate to the steering group for comments.

#### **ACTION HB**

#### **3. Consultation process – initial survey**

DC – presented draft survey questions to the group. This will form an initial survey to set the parameters for the detailed consultation.

ALL – everyone agreed to survey three questions drafted below:

What do you like about living / working in Fenny Compton?

What don't you like about living / working in Fenny Compton?

What would improve Fenny Compton as a place to live / work?

NM – Agreed to use the Scouts to distribute the paper-based survey. **ACTION NM**

ALL – Everyone discussed and agreed the following points in principle

Street Champions can deliver to outlying properties in the parish

Collection points at village amenities e.g. village hall, pub, shop, surgery

Multiple surveys per household are admissible

A survey should go into the Chronicle

An incentive of a £50 shopping voucher should be used **ACTION DC**

Survey to go out in March following the next Steering Group meeting

DC – Agreed to rejig and circulate survey to group. **ACTION DC**

JW – Agreed to set up online survey **ACTION JW**

#### **4. Street champions**

DC – Presented to the group a plan dividing the parish up into street champion patches. He identified a few gaps – notably Berry Meadow, Bridge Street and businesses.

HB – agreed to speak to his opposite neighbour and other contacts about becoming a street champion for Berry Meadow. He also agreed to speak to Tanya from Bridge Street to cover that area. **ACTION HB**

DC – Asked the group to consider how the Steering Group should coordinate the work done by Street Champions. This could be done by a single person, a few people or relate to specific tasks. **ACTION ALL**

DC – will circulate his notes of Street Champion patches. **ACTION DC**

#### **5. Parish liaison and communications [including website discussion]**

NM – Offered to set up website with the following domain 'fennycomptonnp' [the top level domain was not decided at the meeting, but could be org.uk] **ACTION NM**

NM – Agreed to set up wire frames and insert initial content. NM will liaise JW about content. **ACTION NM and JW**

NM – asked all for photos of the village – both good and bad scenarios. **ACTION ALL**

NM – Suggested that the group use mail chimp to send out emails, survey monkey for online surveys and doodle poll for straw polls. NM will liaise with JW. **ACTION NM and JW**

NM – Agreed to ask his daughter to help with social media presence e.g. Instagram, snapchat (Twitter isn't necessary). The plan needs a Facebook presence, but this needs a group member to arrange. JW agreed to do this. **ACTION JW**

NM – Suggested that the group uses the website to gather email addresses. JW asked for an email address based on the domain name above. NM agreed to arrange both these items. **ACTION NM**

JW – Agreed to be admin for steering group communications.

#### **6. Next meeting**

7.30pm on Monday 6 March at the Merrie Lion