

**Fenny Compton Neighbourhood Plan Steering Group Meeting**  
**6 March 2017, 7.30pm, Merrie Lion**

Notes & Action Points

Present: Derek Carless (DC) (in the chair), Michael Guest (MG), Gareth Joyner (GJ), Sarah Phillips (SP), John Wickenden (JW)

Apologies: Roly Whear (RW), Rolf Schubert (RS), Hilary Birkbeck (HB)

Agenda item	Description	Action
1	<b>Review action points from 6 February</b> All action points completed GJ has agreed to coordinate street champions.	
2	<b>Terms of reference</b> The Group agreed to adopt the TOR as circulated. The Group agreed to use the shorter mission statement. DC will finalise and circulate to Group JW to upload to FCNP website	DC JW
2	<b>Issues gathering survey</b>	
A	<b>Voucher incentive</b> DC and MG agreed how to fund the voucher through the PC. MG advised the Group that the PC would probably reimburse funds in bulk, of amounts up to £100 as long as we keep receipts.	
B	<b>Timings – delivery and response deadline</b> Group agreed deadline two weeks after delivery.	
C	<b>Confirm paper version</b> The Group agreed a paper version with one extra profile question in the preamble 'What is the nature of your business?' DC to add to survey and circulate to Group.	DC
D	<b>Confirm electronic survey arrangements</b> JW has set up electronic survey on Survey Monkey JW to create memorable URL to go on hard copy survey JW to upload a blank word doc version of the survey to the website for extras to be printed.	JW JW
E	<b>Printing, addressing and envelope stuffing</b> DC asked the Group to help with envelope stuffing. We agreed to spend an hour stuffing – probably in the Merrie Lion. DC will organise this once labels and hard copy surveys are ready. SP agreed to print labels if supplied by the Group. The label should include first line of the address. SP will investigate the size of labels and liaise with DC to get hold of them. There are 380 homes in Fenny Compton. The Group agreed that we need extra surveys in addition to the 380. Street Champions need spare copies, copies for 'liveboards' at Fenny Marina and multiple responses from households (e.g. children and parents). DC to ensure additional copies are available.	DC SP DC DC

F	<p><b>Coordinate delivery with Nick Marsden</b></p> <p>DC will check with NM when Scouts can help with delivery. The Group agreed that this should take place in March, so we have some results to discuss in April.</p>	DC
G	<p><b>Volunteer to coordinate collection points – venues and boxes</b></p> <p>The Group agreed to set up collection points at Church, Co-op, Surgery, Village Hall and The Wharf</p> <p>MG agreed to make the boxes</p> <p>SP agreed to liaise with Surgery, Co-op and Church to place boxes in a suitable location.</p> <p>DC will liaise with the other locations or delegate this task to another member of the Group.</p>	MG SP DC
3	<p><b>Street champions update</b></p> <p>GJ distributed table of Street Champions to the Group.</p> <p>GJ plans to send Street Champs a letter to explain what is happening and what we expect them to do.</p> <p>The Group discussed targets / incentives for Street Champs. The Group hopes to achieve a 50% response rate – up to 200.</p>	
4	<p><b>Website and social media update</b></p> <p>JW has set up Facebook page, Survey Monkey and Mail Chimp.</p> <p>JW has been working on FCNP website set up by Nick Marsden. We have an email address <a href="mailto:john@fennycomptonnp.co.uk">john@fennycomptonnp.co.uk</a>.</p> <p>The Group asked JW to promote the Facebook page by liking the pages of local businesses.</p> <p>DC agreed to enter Facebook address on hard copy survey.</p> <p>JW agreed to think about how to collate the hard copy survey data.</p> <p>We could use survey monkey or input it onto spreadsheet.</p>	JW JW JW
5	<p><b>Budget and initial grant application timing</b></p> <p>MG informed the Group that the PC has agreed to transfer funds from the parish plan to the neighbourhood plan. There is £1,243 in this budget.</p> <p>MG said that the Group can apply for a grant of up to £9,000 until the end of 2017. This is likely to be drawn down over two applications. We need to know how much items will cost before we apply for the grant. The bulk of grant is likely to be used on professional fees.</p> <p>MG agreed to contact Matt Neil at SDC to find the application form.</p> <p>The first stage in the process is to check whether the FCNP is eligible for a grant. MG will find this out and find out how and whether the Group can access the funds before the end of 2017.</p>	MG MG
6	<p><b>AOB</b></p> <p>None raised</p>	
7	<p><b>Date of next meeting</b></p> <p>The Group agreed the next meeting Monday 3 April 7.30pm at the Merrie Lion</p>	