

Fenny Compton Neighbourhood Plan Steering Group Meeting
27 February 2018, 7pm, Merrie Lion

Notes & Action Points

Present: Hilary Birkbeck (HB) (in the chair), John Wickenden (JW), Michael Guest (MG), Cherie Southgate (CS)

Agenda item	Description	Action
1	Apologies None	
2	Changes to Steering Group Membership Robert Purse has decided not to take part in Fenny Compton's neighbourhood plan and left the Steering Group at the meeting to discuss the Open Meeting on 19 February. HB continues to act as chair until the Group appoints a new one. The Group did not agree to appoint a chair at the meeting.	
3	Assessment of input from 'Open Meeting' The Group agreed that the Open Meeting was a great success. Around 50 people from the parish attended and took part in the exercise to share their ideas and volunteer to help produce the plan. CS presented notes from the meeting to the Group, comprising contact details and skills for volunteers as well as transcribed discussion points. CS has created posts about the Open Meeting on Facebook and Next Door.	
4	Additions to Steering Group Following a positive discussion at the Open Meeting, HB will approach 'Jay' to join the Steering. Jay is a builder with plenty of experience of planning issues. HB will also approach an architect to join the Steering Group. MG reported that the Parish Council did not appoint a second councillor to the Steering Group. This will be picked up at the next Parish Council meeting on 19 March.	HB HB MG
5	Review potential candidates in other roles Dawn Mussell has volunteered to help with bid writing for grants. The Group agreed that Open Meeting volunteers would be treated as 'street representatives' who will act as conduits between the Steering Group and residents. CS agreed to write a thank you note to all volunteers informing them of the Plan's timeline and explaining when they can expect to take part in activities.	CS

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	CS and HB will produce a report on the Open Meeting for the Chronicle.	HB/CS
6	<p>Understand NP process and goals....to establish definitive tasks</p> <p>The Group discussed the following tasks to promote and produce the Plan</p>	
6.1	<p>Goals</p> <p>The Group agreed that the plan should be set out using SDC's Core Strategy 1.1.14, which states that: delivery of sustainable development must take into account the following aspects:</p> <ul style="list-style-type: none"> • Building a strong, competitive economy • Ensuring the vitality of town centres • Supporting a prosperous rural economy • Promoting sustainable transport • Supporting high quality communications infrastructure • Delivering a wide choice of high quality homes • Requiring good design • Promoting healthy communities • Protecting Green Belt land • Meeting the challenge of climate change and flooding • Conserving and enhancing the natural environment • Conserving and enhancing the historic environment. 	
6.2	<p>Process</p> <p>The Group agreed to engage a professional to draft the Plan. This will ensure that it meets the relevant legislative criteria. The tender process will be determined by the Steering Group at a future meeting.</p>	
6.3	<p>Publicity</p> <p>HB agreed to organise production of banners to promote the Plan to increase knowledge and participation. These will coincide with the main survey.</p> <p>The Group agreed to consider having a stand at the Church Fete to promote the Plan. Tasks will be assigned to a member when more details become available. HB to add note to March meeting agenda.</p> <p>The Group agreed to hold a Street Reps event after Easter. Details will be discussed at the March meeting. HB to add to agenda.</p> <p>HB proposed that the Group should hold a competition for residents to take selfies next to places in the parish that are important. He asked the Group to consider what kinds of prizes could be offered and discuss at the March meeting.</p>	<p>HB</p> <p>HB</p> <p>HB</p> <p>ALL</p>
6.4	<p>Supporting surveys</p> <p>The Group has already organised surveys for Housing Needs and Young People as well as the Initial Survey for the Plan.</p>	

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	<p>Roly Whear has agreed to continue with his commitment to deliver the Environment Survey to support the Plan. The quote provided by Jonathan Bowley will need to be included in the Group's bid for NP grant funding.</p> <p>John Wickenden will produce the Heritage Report.</p>	
7	<p>Map out process and content for survey MG has been in contact with Simon Purfield, who organises surveys for SDC. He understands how to create a survey that meets NP requirements. Simon has agreed to provide the Group with a quote for preparing and analysing the survey. Alongside the quote, he will supply example surveys and survey questions. MG will circulate these to the Group prior to discussion at the March Steering Group meeting.</p> <p>The Group needs to agree the questions and organise delivery and collection of results. HB to add to March meeting agenda.</p>	<p>MG</p> <p>HB</p>
8	<p>Open meeting expenses and finance MG asked Group members to post receipts for Open Meeting expenditure (and any other NP-related expenses) through his door – Mill Houses on The Slade. MG will present these to the Parish Council for reimbursement.</p> <p>MG reminded the Group that the Parish Council will pay day-to-day NP expenses from its own budget. Large items (e.g. surveys and reports) will be paid from NP Grant applications. These require a quotation in advance. MG will circulate a link explaining the process for NP bid applications.</p> <p>HB asked the Group to consider what work we would like to bid for in the 2018/19 financial year.</p>	<p>ALL</p> <p>MG</p> <p>ALL</p>
9	<p>AOB At the Open Meeting, attendees asked why the process must take so long. The Group agreed that Christmas was a reasonable, but achievable target because we need to fulfil the requirements of SDC and any inspectors. No one on the Steering Group wishes to rush through a poorly produced Plan.</p>	
10	<p>Date of next meeting Tuesday 27 March 2018 7pm in the Merrie Lion. HB reminded the Group that all actions must be completed before the meeting.</p>	ALL