

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

Notes & Action Points

Present: Hilary Birkbeck (HB), John Wickenden (JW), Michael Guest (MG), Cherie Southgate (CS), Sophie Hadfield (SH) (part)

Agenda item	Description	Action
1	<b>Apologies</b> None	
2	<b>Surveys</b>	
2a	<p><b>Young persons' survey</b></p> <p>The Group gave SH the go-ahead to start work on the young persons' (YP) survey to supplement the NP report. SH will design and publicise the survey with help from the Scout group she is involved with. MG suggested that SH works with parish councillor Samantha Parkes, who is a teacher at the Dasset Primary School in the village.</p> <p>The Group asked SH to align the YP survey with the goals for the NP set out in SDC's Core Strategy 1.1.14:</p> <ul style="list-style-type: none"> <li>• Building a strong, competitive economy</li> <li>• Ensuring the vitality of town centres</li> <li>• Supporting a prosperous rural economy</li> <li>• Promoting sustainable transport</li> <li>• Supporting high quality communications infrastructure</li> <li>• Delivering a wide choice of high quality homes</li> <li>• Requiring good design</li> <li>• Promoting healthy communities</li> <li>• Protecting Green Belt land</li> <li>• Meeting the challenge of climate change and flooding</li> <li>• Conserving and enhancing the natural environment</li> <li>• Conserving and enhancing the historic environment.</li> </ul> <p>JW will email SH this list.</p> <p>MG and CS asked SH to incorporate questions into the YP survey about how young people want to use the pavilion and the sports ground.</p> <p>SH agreed to collect the survey data before the end of the school summer term – 20 July. She will work on the analysis over the summer holidays and deliver a YP survey report in September.</p>	<p>SH</p> <p>JW</p> <p>JW</p> <p>SH</p> <p>SH</p>
2b	<p><b>Environment survey</b></p> <p>The Group agreed that Roly Whear should take up Jonathan Bowley's quote to complete the environmental survey (which incorporates the</p>	

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	hedgerow survey). The Group set a deadline for this survey – end of July 2018. HB will inform Roly Whear. This cost of this should be part of the grant application. MG to note.	HB MG
2c	<b>Business survey</b> The Group gave HB the go-ahead to make and distribute the survey once the questions are agreed. HB will circulate the latest set of questions before the next meeting. The Group agreed that the business survey would not form part of the grant application. The cost of the business survey can be met through the Parish Council budget.	HB
2d	<b>Heritage survey</b> The Group set a deadline to deliver a heritage survey report – end of July 2018. JW to note. The Group agreed that the heritage survey would not form part of the grant application. The cost of the heritage survey can be met through the Parish Council budget.	JW
3	<b>Main report</b> HB agreed to make contact with a consultant who can provide a quote to write the actual Neighbourhood Plan. The quote will form part of the grant application. MG to note.	HB MG
4	<b>Traffic</b> The Group agreed that Traffic is outside the scope of the NP and this should be made plain in the main survey and the main report.	
5	<b>Main survey</b> The Group discussed Simon Purfield's quote. The Group agreed to accept Simon Purfield's quote and go ahead with the work – Simon will design and print the survey, the Group will organise distribution, Simon will analyse the results. This will form part of the grant application MG to note. CS agreed to refine Simon's questions into a survey that represents the Parish. CS to circulate questions to the Group before the next meeting. The questions need to be ready by the end of April so that the survey can take place in May/June.	MG CS
6	<b>Grant application</b> JW agreed to write the grant application. Note: Dawn Mussell has offered to help with this process.	JW
7	<b>Steering Group Membership</b> HB reported that Jay from Church Street has decided not to join the Group. MG did not manage to recruit a volunteer from the Parish Council at the March meeting. The Group agreed that, with four members, it did not need a designated chair. JW agreed to put together meeting agendas.	JW
8	<b>Street representatives</b>	

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	<p>HB will ask Derek Carless for his breakdown of the Parish into 'patches' that can be covered by a Street Rep.</p> <p>The Group agreed that Street Reps will need to be on-hand when the Group and Simon Purfield have produced the main survey – May 2018.</p>	HB
9	<p><b>Timeline</b></p> <p>JW agreed to produce a timeline that states the key stages to put the NP together. JW will take account of CS holiday dates.</p> <p>JW agreed to write an article for the next Compton Chronicle outlining the timeline and other relevant details.</p>	<p>JW</p> <p>JW</p>
10	<p><b>Publicity</b></p> <p>The Group agreed that the Selfie Competition should run alongside the main survey and be used to publicise completion of the survey. The theme is 'Your favourite place in the village'. The Group agreed that the prizes should be awarded at a publicity event – June. HB will organise the Selfie Competition.</p> <p>CS will contact Lesley Bosman to organise a stand at the Church Fete on 9 June.</p> <p>HB will produce three banners to publicise participation in the main survey. These are likely to cost £150 and will be met from the Parish Council budget.</p> <p>HB will organise a drone survey to show the village from the air on the website. This item should be free of charge.</p>	<p>HB</p> <p>CS</p> <p>HB</p> <p>HB</p>
11	<p><b>Website</b></p> <p>JW will check / amend / upload relevant links to the FC NP website.</p> <p>CS will ask Derek Carless whether the Group can upload map images to the website or whether they are copyright protected.</p>	<p>JW</p> <p>CS</p>
12	<p><b>AOB</b></p> <p>HB suggested that new residents of the new Willowbank development should be given a Parish welcome pack. MG agreed to put this idea forward to the Parish Council.</p>	MG
13	<p><b>Date of next meeting</b></p> <p>Wednesday 25 April 2018 7pm in the Merrie Lion.</p>	