

Fenny Compton Neighbourhood Plan Steering Group Meeting
25 April 2018, 7pm, Merrie Lion

Notes & Action Points

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

Agenda item	Description	Action
1	Apologies None	
2	Supporting surveys Young persons Sophie Hadfield acknowledged receipt of the details sent by JW. Sophie report any issues. JW agreed to ask for an update before the next steering group meeting. Environment MG will check if Jonathan Bowley's survey quote is still current before we make the grant application. Business HB agreed to conduct the business survey. He will ask Jon Dutton of the Parish Council to carry out the analysis. Heritage JW reported that there was no update since the last steering group meeting.	JW MG HB
3	Main survey MG agreed to draw together the drafted Fenny Compton questions and the relevant questions from the Alderminster and Tredington surveys to make a main survey. JW agreed to format the survey questions into a sheet that can be printed. JW will format this into an online survey. HB agreed to produce a logo design for the survey based on other publicity material. The group agreed that the survey should be produced and distributed 'in-house'. MG will ask Simon Purfield to quote for analysing the surveys (do we hand over a pile of completed questionnaires?). The group agreed that at least 400 hard-copy surveys will be needed. A member of the steering group will arrange printing at a copy shop. The group agreed that the survey dates should run from Saturday 2 June to Monday 18 June. This covers the Church Fete on 9 June.	MG JW HB MG TBC
4	Main report JW asked the group how the procurement process would work to find a consultant / contractor to write the main report (i.e. the Plan itself). JW estimates that the cost will be in the region of £3,000 – based on 5 days at £600.	HB MG

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	MG reported that the group will need to obtain three quotes for the work. HB will ask his contact to quote for the work. MG will ask Simon Purfield for his recommendations.	
6	<p>Grant application</p> <p>MG suggested that the group makes two grant applications. Appn 1 will cover the Environment Survey and Simon Purfield's main survey analysis. Appn 2 will cover the consultant's quote for producing the main report and any other work to make the Plan live. The group agreed.</p>	
8	<p>Street representatives</p> <p>The group agreed that the main survey must be ready before the Street Reps event.</p> <p>The group agreed that the Street Reps event should take place w/c 21 May. CS agreed to book the village hall.</p> <p>JW suggested that the Street Reps event should 'teach' volunteers about the plan and match them up with a 'patch' to represent. JW agreed to draft an agenda a presentation for the event.</p> <p>CS and HB will arrange publicity for the Street Reps event – including badges that say 'Fill me in'.</p>	<p>CS</p> <p>JW</p> <p>CS HB</p>
9	<p>Timeline</p> <p>The group agreed some amendments to the timeline as stated in these meeting notes. JW to action.</p> <p>Each Steering Group member will 'manage' a group of Street Reps designated at the Street Reps event.</p> <p>Handover work to main report consultant will take place in September after all survey analysis and evidence gathering is complete. The consultant will guide us through the process after the Plan is drafted.</p>	<p>JW</p> <p>ALL</p>
10	<p>Publicity</p> <p>Logo design – the group agreed to use the Dasset School badge as inspiration – a roundel with stylised rooflines and the Church against the backdrop of the Dasset hills. The predominant colours will be ironstone and green to represent the colours of the village and its surroundings. HB will design the logo.</p> <p>CS confirmed that the Church Fete stall is booked for the NP Steering Group. Everyone agreed to help staff the stall.</p> <p>HB will organise banners to be displayed on the bus stop on Station Road and investigate other suitable sites.</p> <p>HB will organise a drone video of the village to increase visitors to the website. The drone video cannot show identifiable people. The website will state our intention to make the video. HB will find out what the group needs to do to comply with relevant privacy laws.</p> <p>Selfie competition will be trailed in the June issue of the Compton Chronicle (copy deadline 12 May), with the winner announced at the Church Fete and on the website. HB will arrange banner publicity for the competition. JW will publicise the competition on the website.</p>	<p>HB</p> <p>ALL</p> <p>HB</p> <p>HB</p> <p>JW</p> <p>HB</p>

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12	AOB MG reported that there was no time at the recent Parish Council meeting to discuss HB's Welcome Pack proposal for new Willowbank residents.	MG
13	Date of next meeting Monday 14 May 7pm in the Merrie Lion.	