

**Fenny Compton Neighbourhood Plan Steering Group Meeting**  
**2 July 2018, 7pm, Merrie Lion**

Notes & Action Points

Present: Hilary Birkbeck (HB), John Wickenden (JPW), Michael Guest (MG), Jason Wise (JLW), Roly Whear (RW)

Agenda item	Description	Action
1	<b>Apologies</b> Cherie Southgate (CS)	
2	<b>Discuss 'Survey' outcome</b> In total we collected 275 surveys from 333 households. The Group agreed that this was a phenomenal success and congratulated everyone involved – particularly the street reps. HB agreed to ask Simon Purfield about who will type up the hard copy responses. Also, HB will find out how Simon plans to summarise open-ended questions. JPW suggested he may use 'coding frames' to categorise answers. JPW to circulate a file of online responses to Simon Purfield. The Group agreed to place a '75%' turnout result over the Neighbourhood Plan survey banner attached the Bowling Green fence on the High Street. HB will arrange this.	HB  JPW  HB
3	<b>Street Reps</b> The Group agreed to RW's idea to hand-deliver thank you letters to all street reps. JPW will draft a letter. The Group will agree printing and distribution over email.	JPW ALL
4	<b>Drone Survey and Selfie Competition</b> HB has arranged for Sort IT to review the website making it more intuitive for visitors. Also, to make the Drone Survey and Selfie Competition more prominent. JPW will supply username and password details.	HB JPW
5	<b>Grant application</b> MG informed the Group that Green Spaces will be identified at the Parish Council meeting on 16 July. MG will circulate the outcome to the Group. The number of these spaces will determine the cost of Neil Pearce's work to be paid for from the grant application. HB will contact Neil Pearce for a firm quote based on agreed green spaces. HB has agreed with Simon Purfield that there will be a time lag between the survey analysis and payment. Similarly, RW has agreed that there will be a time lag between Jonathan Bowley's environmental survey work and payment. JPW will put together the grant application after 16 July.	MG  HB   JPW

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	<p><b>Business Survey</b>            HB needs to reach home workers with the business survey. RW suggested that HB should use an A5 flyer through everyone's door alerting them to the business survey. This should capture home worker residents. HB to action.</p>	HB
	<p><b>Environmental Survey</b>            RW reported that Jonathan Bowley is keen for volunteers to survey hedgerows across the Parish. Jonathan will cover all Parish hedgerows north of the railway. He has more or less completed other research using County records.</p>	
	<p><b>Heritage survey</b>            JPW clarified for the Group that the heritage survey would cover assets of demonstrable historical value. For example, the sites of manor houses are included, pipework for the FC water company is not.</p>	
	<p><b>Young Persons survey</b>            JPW reported that Sophie has publicised the Young Persons survey in the Jul/Aug issue of Compton Chronicle. This is due for completion over the summer holidays.</p>	
	<p><b>Expenses / Finances</b>            MG reported that the Parish Council funds are almost used up. There is enough money for small commitments (such as Survey Monkey subscription), but any other expenditure is likely to need to be funded through grant application(s).</p>	
	<p><b>AOB and next meeting</b>            There was no other business.            The Group agreed to meet again in early August – date to be confirmed.</p>	