STOKE GABRIEL NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE MEETING at THE VILLAGE HALL, STOKE GABRIEL, 7:00pm WEDNESDAY 18th May 2016

In Attendance:

David Watts, Peter Fenwick (Cllr), Cath Mittler (SGp), Nick Chisholm-Batten (SGp), Paul Bedford (SGp), Richard Harris (Cllr), Michael Webster (SGp),Tony Rowe (SGp), Alan Storah (SHDC Officer supporting Neighbourhood Plan Groups)

Agenda Item 1 – Apologies

Alex Stewart-Bam, Robert Stewart-Bam.

Agenda Item 2 – Minutes of the last meeting 27th April 2016

The minutes were confirmed as accurate.

Agenda Item 3 – Matters Arising

- Minutes Of meeting of 16th March (held over) -Paul Bedford's amended draft reference the local plan was accepted by all. As a consequence these amended minutes were accepted and confirmed as accurate.
- **AP1 – PF to circulate**

Agenda Item 4 - Project Plan Update

PF showed the updated detailed plan, with amended dates to reflect current progress. This plan was submitted along with the grant application. It was agreed that we should continue to monitor progress but as suggested by DW we should develop a simpler version for the community. Three initial steps suggested:-

1. Getting Started (where we are now)
2. Feedback from inputs
3. Draft Plan

AP 2- RH to propose simpler version of project plan.

The detailed Project sheet will need to be maintained as a monitor of progress/ expenditure against grants and other funding.

Agenda Item 5 - Update on School Project

One single session SWAT analysis has been completed. The hope is that the methodology will be rolled out to other classes. Target half term completion.

Agenda Item 6 - Questionnaire

Content, Final Version, Production, Distribution/Collection & Data Analysis

In response to question by AS as to why land usage was not mentioned in the document NCB explained that this is a 1st Level questionnaire to gather opinion and such a question would be premature.

Content given final review . Further changes recorded by RH for circulation and inclusion by NCB.

Agreed to go with a 12 page document – more flexibility in design to encourage responses.

ACP will print and distribute the document following their competitive quotation and a no bid (+recommendation of ACP)from SHDC.

PrePaid response envelopes to be provided – covered in Grant application

AP3 – JR/ PF to finalise with Royal Mail and ACP

AP4 - NCB to circulate final draft & cover letter/approved draft to Paul Reed for final design.

AP5 - JR to send approved documents to ACP

AP6 – NCB to:- Upload the on-line version on the Survey Monkey site and liase with Howard Rawlings to ensure links in place on web-site.

AP7 – PF to advertise for/ investigate obtaining voluntary or paid help in loading hard copy questionnaires into Survey Monkey which will be used as the analytical tool.

Agenda Item 7 - Community Event

Venue and date agreed –

Village Hall, Saturday 16th July 2016.

The Village Hall is booked and display Boards reserved from SHDC.

Working Group established (PB/RH/PF) to start the content and planning of this

AP8 – Group to meet late May early June.

AP9 – PF to request details of examples of displays already supplied by SHDC

Agenda Item 8 – Funding

Grant application for £2500 has been made and acknowledged *(now accepted/ provisionally confirmed)*- we must await confirmation before we can spend.

AP 10 – JR to advise when complete

Agenda Item 9 – AOB

Examination of housing needs in the context of the evolving Local Plan over the plan period

NCB advised that the cost of an independent survey is estimated at £3500 – this still has to be accepted by SHDC.

Discussions on stand alone survey delayed and question tabled at planned SHDC Neighbourhood Planning Meetings scheduled in the next 2 weeks, Steering Group Members have already registered (below)

Neighbourhood Planning – Local Forum and SHDC Support

AS advised that these meetings had been cancelled with no replacement date mainly because SHDC have not completed the site assessments which along with the survey are being questioned by most NP groups. – We can expect an e-mail confirming this.

Resource

CM expressed concern at the groups extremely limited resources with respect to

1. loading of hard copy questionnaires (AP7 resulted)

2. Lack of activity by the group (available time) on the Web-site design (ideas buckets etc.)

AP11 –CM to discuss with others availability to help

Agenda Item 10 – Next meeting

7pm, Wednesday 15th June 2016, Village Hall