

STOKE GABRIEL NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE MEETING at THE VILLAGE HALL, STOKE GABRIEL, 7:00pm WEDNESDAY 27th April 2016 *DRAFT, 02-05-16*

In Attendance:

David Watts, Peter Fenwick (Cllr), Cath Mittler (SGp),

Nick Chisholm-Batten (SGp), Paul Bedford (SGp)

Agenda Item 1 – Apologies

Richard Harris (Cllr), Michael Webster (SGp), Tracey Rowe, Tony Rowe (SGp),

Alex Stewart-Bam, Robert Stewart-Bam.

Agenda Item 2 – Minutes of the last meeting 16th March 2016

Confirmation of the minutes to be held over to the next meeting.

Agenda Item 3 – Matters Arising

Action point 1, Record of the discussions regarding SHDC's production of the Local Plan -

It was agreed that those present at the last meeting would collectively pool notes they made and arrive at a comprehensive statement to be incorporated in the minutes of that meeting.

AP1 - PB to start the process by drafting and circulating copy of his notes.

Agenda Item 4 - Project Plan Update

(carried over from last meeting)

AP2 - PF to review and update in line with application for grant money to see if structure could be more simple.

AP3 – RH to circulate other similar options

Agenda Item 5 - Update on School Project

PB reported that the school staff continue to be enthusiastic and supportive of the project and that the brainstorming session in each class with SWOT analyses were still to be carried out; PB & CH offered their assistance facilitating the sessions.

AP4 – PB to establish if the school wanted the help and if so when that might be.

Agenda Item 6 - Questionnaire

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

CM presented (and subsequently circulated) 2 draft formats of the illustrated colour versions of the document.

Content and text for the final version (to include a map of the Parish area on the back page) was discussed and agreed.

Distribution/Collection points agreed – School and Roz's Shop.

Agreed that *SurveyMonkey* will be used to analyse of the data (acquired from all the returned forms – both on-line and hard copy versions, the latter will require manual uploading onto the SurveyMonkey service).

AP5 - NCB to draw together the content of final version and send to Paul Reed, the graphic designer.

AP6 – PF to ask Paul Reed for suggestions of firms that could undertake the print run and to contact them to obtain their costs.

AP7 – NCB to:-

Establish SurveyMonkey costs; and

Upload the on-line version on the SurveyMonkey site.

AP8 – PF to investigate and establish if SHDC will pay for and/or share the cost of:-

Stamped/addressed pre-paid envelopes; and

The service to be provided by SurveyMonkey.

Timescale

5-week consultation period agreed;

distributed/available on/by 27th May for return by 1st July 2016.

Agenda Item 7 - Community Event

Venue and date agreed –

Village Hall, Saturday 16th July 2016.

Agenda Item 8 – Funding

PF reported that he and John Robinson were close to completing a funding application.

AP9 – PF to confirm dispatch, funding organisation and £amount requested.

Agenda Item 9 – AOB

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

Following discussion prompted by a review of SHDC's production of the Local Plan it was agreed that there was an urgent requirement; and that consideration should be given to commissioning an independent assessment that would provide evidence-based information alongside that resulting from the consultation processes underway - the school project and questionnaire amongst them.

Funding for the exercise would need to be investigated. A joint exercise with (eg) Berry Pomery Neighbourhood Plan Group was considered and would need to be investigated.

AP10 – NCB to investigate and circulate findings to the Group.

(post meeting, 28-04-16 @ 11.48 - NCB emailed details)

Neighbourhood Planning – Local Forum and SHDC Support

PF noted that a gathering of the various Neighbourhood Plan Groups was overdue and news of SHDC support was awaited.

(post meeting, 28-04-16 @ 12.16 - PF emailed details)

Agenda Item 10 – Next meeting

7pm, Wednesday 18th May 2016, Village Hall