



Minutes of Steering Group Meeting on 3rd June 2018 at the Palairet Hall.

Members present:

Ian Hasell (Chair); Alice Tollworthy (Deputy Chair); George Hitchins (Secretary); Deborah Allen; Bob Chapman; Gordon Currie; Rex Eastment; Brenda Graham; Andy Linegar; Barbi Lund; Liz Mills; Gill Morgan; Graham Tickell; Michael Walker.

Also present: Barbara Day(considering joining Steering Group but undecided)

NPSG 09 – Opening Remarks from Chair

Chair thanked Members for attending. It was not ideal to hold Meetings on a Sunday; hopefully would not happen again.

NPSG 10-Apologies

Apologies received from Rupert Foster and Ian O'Brien.

NPSG 11- Minutes of Meetings of 2nd,13th and 28th May

Minutes of 2nd May formally adopted. Proposed by Brenda Graham seconded by Graham Tickell.

Notes of Meetings on 13th and 28th of May also formally adopted. Since the VCA day (28th May) a group of SG members carried out a similar VCA exercise in Farleigh Hungerford. The notes were being finalised by the group leaders and would be passed to Liz Beth for her to draft the VCA document for consideration by the SG. Chair stated that although he had lived in Parish for many years he had made certain observations about the village for the first time.

Liz Mills stated that the MDC landscape assessment was out of date and that European legislation dating from 2007 requiring such was relevant. Also that all of the rest of the country appears to be doing landscape assessments in their NP's. She considered that Mendip's LP is only concerned with green belt and AONB and that they do not have a policy for other non designated areas of landscape. She stated that many training events for NP's start with consideration of need for a landscape assessment.

Graham Tickell referred to both Liz Beth and Jo Milling having already expressed their opinions that a landscape assessment was not a requirement.

Brenda Graham asked whether a lack of landscape assessment would result in non-designated areas having a lack of protection. Liz Mills stated that this was indeed a risk.

NPSG 12-Procedure of future SG Meetings

The Chair set out procedure for future SG meetings; these would be formal monthly meetings.

It was important in terms of community consultation that all Steering Group meetings would be advertised and held in public as well as fully Minuted. The Chair will write an introduction to the work of the Steering Group and its Working Groups which will be circulated to all households in the Parish as well as being published on the website and in the parish magazine; also published in Farleighs 'Link'. This will repeat the earlier invitations for people who wish to become involved in the project to do so. This draft will be circulated to members for comment.

Alice Tollworthy volunteered to work on social media exposure, also to set up a WhatsApp group for members of the Steering Group. It was noted that the website is now up and running and was linked to the Parish Council website as well as discoverable through search engines. The Monthly meetings should whenever possible be held a week to 10 days before each Parish Council meeting with a report made to the Parish Council. Draft minutes would be submitted to the PC; on occasion a verbal report might need to be made

This was recognised as being good practice.

Possible meeting dates were tabled as :

9th July 2018

6th August

3rd September

1st October

5th November

3rd December

7th January 2019

4th February

Meetings would be on a weekday evening starting at 7pm. Venue tbc.

It was noted that some Steering Group members might find it difficult to manage both working group and steering group meetings due to other commitments. The Chair acknowledged that there might be less attendance at steering groups and it was noted that a quorum for the steering group was four. Members might wish to treat working group attendance and involvement as the priority; it was clearly very important to ensure that tasks were completed to time.

NPSG 013- Working Group Meetings

Working group meetings would be informal and arranged by the head of each group. A note should be taken of each meeting which should be sent to the Chair and Secretary. If the lead of a group could not attend a steering group meeting he or she could ask another member of the working group to deputise and make any report.

Working group leaders would set the agenda for and title of their group.

Brenda suggested that we compile a list of the various community groups operating in the village. Agreed this was extremely important; working groups will be allocated Parish community groups to contact.

NPSG 014- Remit/ Terms of Reference for Working Groups

4 working groups to be established. Draft titles were:

- i) housing
- ii) environment
- iii) employment, amenity & tourism
- iv) traffic & transport.

Chair was keen to ensure that everything the Neighbourhood Plan needed to cover was included in these groups.

Liz Mills wanted to suggest changes. She stated that the first task of the working groups would be to collect technical evidence and that we might need to seek support from other sources. This might fill in any gaps in the evidence available.

Liz Mills also referred to the first meeting of the Steering Group's consideration of the draft vision and objectives which had been produced by the Parish Council. She was concerned that this might be seen as the Parish Council handing out their vision and objectives to the community. It was noted that this had been discussed at the first meeting and it was agreed that the draft vision and objectives were just that and this was an iterative process.

Liz Mills was concerned that the titles of the working groups did not reflect the requirement for the plan to contribute to sustainability. She suggested that the title of the working groups should refer to sustainability. The Chair said that he would circulate correspondence from Liz Mills to members of the steering group and that the title of each working group together with its areas of work should be considered by the head of that group and relayed back to the Chair within a week.

Graham Tickell referred to evidence being available from Mendip and that Jo Milling had offered to help with this. George Hitchins said that he and the Chair would shortly be meeting with MDC to discuss evidence availability and that any other steering group members would be very welcome to attend.

Liz Mills said that although we did not want to duplicate work in the working groups there were some crosscutting issues. The Chair considered that these should become apparent at the monthly steering group meetings and could be dealt with then.

Brenda Graham felt that the work of the Employment Amenity and Tourism group of which she was a member was very wide-ranging and that the group might need to consider subgroups. Also thought it might be better named Economic and Social Infrastructure. Alice Tollworthy and others expressed their support for this suggestion.

Liz Mills noted that the draft terms of reference referred to working groups not voting on matters they are considering. As working groups do not make decisions it was suggested that a neater phrase would be that all decisions would be made by the Steering Group.

NPSG 015- Project Timetable

The draft project plan (previously circulated) was ambitious but Liz Beth considered manageable. We hope to be at regulation 14 stage in early 2019.

Bearing this in mind the Chair considered that we should be focused and selective on our work at this stage. Some of the more ambitious areas might be better as aspirations rather than Policies in the Plan. These aspirations might come forward as Policies in any future review of the plan. Current aspirations could be noted in an annex to the draft plan but not considered in detail. Review dates could be set in the Plan.

NPSG 016- Duration of NP

The duration of the Neighbourhood Plan was unanimously agreed to run alongside Mendip's local plan i.e. until 2029.

NPSG 017 AoB

i)

Andy Linegar asked for the list of village groups to contact along with the working group to be tasked with this to be made available asap. A note should be kept of any contact made and sent to the Chair/Secretary.

ii)

Working Group members confirmed as :

- **Housing:** Gordon Currie (lead); Bob Chapman, George Hitchins; Graham Tickell
- **Environment:** Barbi Lund (lead); Barbara Day; George Hitchins; Andy Linegar; Liz Mills
- **Economic and Social Infrastructure:** Rupert Foster (lead); Brenda Graham; Andy Linegar; Gill Morgan; Alice Tollworthy; Michael Walker
- **Traffic and Transport:** Rex Eastment (lead); Vivienne Bolton; Ian Mills; David Scarrow

- iii) Liz Mills was concerned that drafting a questionnaire might precede the evidence gathering. Members were aware of the process; any questionnaire which might emerge was to be focused. Both Gill Morgan and Brenda Graham who have working experience of the production of questionnaires offered to be involved in the preparation of this questionnaire. This offer was welcomed by the Group.

- iv) Aim for the first public consultation would be the village cricket days in July. The pre-regulation 14 consultation event would hopefully be in October.

- v) Liz Mills drew attention to a Community Council for Somerset event on 9th July in Devon; she would circulate details when available.

- vi) Barbara Day was concerned that we would not have any information ready for the village cricket day display. Andy Linegar suggested that it set out the purpose and scope of a NP; also possibly do limited consult on positives/negatives of the parish.

Meeting concluded at 18.45