

Neighbourhood Plan Meeting 21st November 2016

Apologies: Robert Mills (RM), Anne Morgan (AM), Dick Whittington (DW)

Present: Rick Dunning (RD), Gail Boyle (GB), Lesley Putt (LP), Paul Broughton (PB), Sarah Pickford (SP), Jacki Berry (JB), Margaret Elson (ME), David Heape (DH), Sue Hillier (SH)

Minutes: were agreed as ok.

1. Terms of Reference for Neighbourhood Plan (NP)

RD went through these for the benefit of the new members.

2. DH asked what was the scope of the NP. GB replied that needs to be decided. The parish should be the boundary in accordance with the Local Plan. GB then went through the processes for the NP including lots of consultation, a rigorous inspection by a qualified reviewer and then a local referendum.

ME asked what constituted evidence. This includes - minutes of meetings, public meeting notes, leaflet drops, an online survey and a documented record of all the above to provide a firm evidence base.

RD confirmed that the Steering Group (together with assistance from consultants) will draft the NP.

3. Project timetable: It was decided to concentrate on two documents and RD would report back to the Parish Council. There is a delegated authority from the PC to take decisions on matters except for finance.

4. Need to decide on a website

5. Finance: PC will submit the application and pay any salaries and expenses of the group. Need evidence of how money spent - expenses can be claimed.

6. The PC had already agreed the ToR and the group agreed also.

7. JB showed a power point presentation on the NP process. JB to distribute to group.

8. The committee will need an administrator to handle the amount of information required to formulate the NP. The PC have agreed to help fund this position. Dick Whittington from WERN (West of England Rural Network) could also be employed to assist.

9. There was a discussion about how to best share information. GB offered to set up Drop Box for this - emails can be included here in addition to documents.

10. Project Planner document: The group discussed putting an application outlining the intention to produce an NP to South Glos before the end of the year. It was thought this time frame might be too ambitious. RD proposed a sub group to move this forward as nothing can be progressed until SG agree to our submission. The group would be JB, RD and ME. JB to send a few dates to RD and ME.

11. There was a discussion about the area of the NP and who to contact/consult outside but adjacent to the parish boundary. It was agreed that LP would write to Siston/Wick & Abson/ Doynton/ Westerleigh/ Mangotsfield and Emersons Green to advise them of the intention to produce a Neighbourhood Plan.

12. The committee also need to inform the parish of the intention to produce an NP with a leaflet drop - need to discuss when this should be sent.

13. RD agreed to contact DW to enquire if parishioners needed to be consulted prior to submitting the application to S.Glos.

14. Marketing Report: JB showed the article which is appearing in Pucklechurch News. Before the next issue (2017) need to decide on the first public consultation and also have a plan in place. The copy date for the next issue is by 10th February 2017.

GB also suggested putting some information in Downend Voice which is published monthly (contact Gary Brimble) and also Emerson's Green Voice.

15. Logo: JB had prepared several logos to choose from. After a brief discussion the group chose the circle of figures and it was decided they should all be green rather than multi-coloured to make reproduction easier and less costly.

16. Public Website: GB -need a site easy to navigate; role of the committee, the area covered in the NP; a roadmap and a plan. GB suggested weebly.com as the best option - the site would include the logo. GB offered to set this up.

17. GB also suggested having online surveys through Survey Monkey - cost c£300 but the advantage is the amount of analysis done.

18. Project Management: DH offered to produce a plan in Excel based on the suggested template and come back to the meeting with his proposal.

19. It was agreed that LP should book the meeting room at monthly intervals - the 2nd Monday - for an initial period of 6 months starting in January 2017.

The meeting concluded at 9.30 pm

ACTIONS FROM THE MEETING:

1. RD to phone Dick Whittington
2. JB to send dates to sub group
3. LP to inform other PC's of Pucklechurch intention to produce NP
4. DH to produce project plan to bring to group
5. GB to set up web site
6. LP to book meeting room for a 6 month period.