

## Wembdon Neighbourhood Plan Steering Group Meeting 3

Tues 9th Jan 2018

Present:-P.Reed / A.Reed / M.Solomon / P.Major / B.Bowering / S.Burge / M.Phillips / J.Jackson / Jane Birch / Emma Chorley / Hannah Burbedge

Apologies- N.Harrison / R.Hayden-Briffett / R.Thompson

1- PR welcomed all to the meeting especially Jane Birch and Hannah Burbedge (Somerset Community Council) and Emma Chorley (Sedgemoor District Council)

-MS reiterated that Wembdon Neighbourhood Plan is gathering pace and recognised within the Sedgemoor Local Plan meetings.

2- **Minutes of previous meeting** were adopted as accurate

3- **Matters arising-** i) Terms of reference (Parish Council) MS reported that the Parish Council has agreed the terms of reference of the group and are very aware that this group is working on behalf of and with the Parish Council to produce the Neighbourhood Plan

Discussion took place regarding 'housekeeping details' - future meetings will be held in Village Hall to allow Public nature of meeting, Agenda will be shared

**ACTION- BH will book Village Hall, MS to negotiate cost and payment for use of the Village Hall for meetings PR to publish Agenda via website/noticeboards**

MS also reported that The Parish Council have unanimously supported a £2000 'kick off' fund and supported the collaboration with CCS consultancy as suggested by the NHP group.

ii) Traffic and transport assessments (Somerset County Council) MS reported that he is contact with Andy Coupe who has assured his cooperation with collation of January data and A39 info from EDF reports which we can use along with data from Village Speed check

iii) Improvement to Neighbourhood plan page on Wembdon .org MS

**ACTION-JJ will support Hannah/Jason link to improve accessibility of the Neighbourhood plan Page on the website**

**ACTION- Parish Council will look to use Hannah's services to develop the website. MS to action. ACTION-Hannah to send separate quote**

iv) Article for Parish Newsletter AR

**ACTION- AR to send to Hannah/ Add Images/ add 'feedback so far.... to help prompt ideas**

**ACTION -PM to send images collected**

Jane highlighted need to emphasise that the Neighbourhood plan is meaningful and a chance for residents to make a difference. Hannah suggested including maps and photos in the survey for clarity. This is a call to action.

**ACTION-aim for the article to be part of the Parish newsletter ACTION- Hannah and Jo to liaise**

v) Posters for Parish noticeboards/ Shop/Pub/Parish Centre SB reported that posters have been placed around the parish

vi) Interrogation of SDC Local Plan and SHLAA PM had previously circulated documents summarising his findings in the Local Plan (Many thanks Peter for work) Discussion took place re SHLAA as an evolving document that highlights 'opportunity' sites for land use in the Local plan. The NHP can influence further 'green spaces'. PM noted having policies for the Local Plan all in one place is useful and noted that referencing sources for the housing needs and demographic data was difficult. Emma allayed fears of developers being involved in the production of the housing market assessment. This is an objective, substantial research.

**ACTION-Hannah will contact Andy Redding for any further required detail.**

MS reported that Duncan Harvey would be happy to work with Wembdon NHP re local housing needs assessment. Jane cautioned too many assessment questions. Housing needs assessment could be separate to the NHP survey.

**ACTION- Emma to chase Duncan /MS to arrange meeting with Duncan**

vii) Contact with local radio (for future use) PM

**4- Emma Chorley (Sedgemoor District Council) - update and any further information**

Emma reported that she could confirm the designation of the Village area for the NHP which would be 'signed off' by Thursday. Even if the NHP was not completed the work underway could influence Sedgemoor in future planning in Wembdon (planning application in Cokerhurst may be due in July). The NHP is key to identifying the character of the village and influencing any future developers to integrate new buildings with the community.

Discussion re whether to talk directly with known developers revealed that Wedmore had done this.

**ACTION- MS to liaise with Wedmore to see if this had been beneficial.**

AR had spoken to Derek Chappell (Cokerhurst) who reported that the developer had asked what he thought the Village wanted.

PR/MS thanked Emma for her report and confirmed that the NHP/Parish Council had commissioned CCS. Also noted that we are keen to keep Emma/SDC involved

**5- Jane Birch and Hannah Burbidge (Somerset Community Council) - drafting the postal questionnaire and grant application to Awards for All**

Hannah outlined quote for the service CCS consultancy services would provide and distributed examples of surveys they had previously produced. Hannah highlighted that the survey collects evidence of the wants/needs of the community and identifies policies for the NHP.

Discussion took place re collection of youth ideas via visits to primary/secondary schools this would be an extra to the quoted costs.

**ACTION- BH to send Jane/Hannah named link for Haygrove and Chilton (BH) and St Georges Wembdon**

MS - suggested a phasing of the grant applications and to include the revised/extra costs for the school survey work (approx £1000). Group agreed prize as an incentive to complete the survey and inclusion of support for translation services for residents that need this.

Discussion re postage/ delivery and timeline took place. Group agreed that the survey with a distinctive front cover/return prepaid envelope and offering prize would be hand delivered by usual parish newsletter group and would be delivered alongside the next Newsletter during Feb half term week of 15th Feb

**ACTION- PR to forward NHP steering group details so that the group members/family members do not win the prize**

**CCS quote (removing delivery/postage) adding school work quote and adding any translation costs was formally agreed**

Some discussion re further consultant involvement and grant application- locality grant took place.

**ACTION- Survey questions to be considered by all group through example surveys distributed / small group to meet to decide questions and feedback to Hannah/Jane. Sub group meeting =Thurs 18th Jan 2pm - AR/PR/PM/MP/MS+HB**

**ACTION- Add CCS to Facebook group - consider removal of admin rights to those not involved with Steering Group.**

6- **MS reported re contacts** MS had contacted Stuart Todd who is able to support as planning consultant

**ACTION- MS to set up meeting end of Jan with Stuart /MS/PR**

MS has spoken to SDC leader Duncan McGinty who is involved in Ashcott NHP. He suggested keeping things simple.

MS also spoken to Ian Dyer re Cannington NHP which has had difficulties but were positive re involvement of CCS – he suggested including a 'start up business plot' as seen as a positive!

7- **Engagement** -continued work to engage various community elements is required.

Responses to direct engagement with businesses and interest groups was discussed

Emma Webb re school engagement - ongoing

Collation of School responses - BH to send initial comments via school email account

Attendance at WCA meeting - MP awaiting decision from Community Association re attendance at next meeting

Contact with: Shop, Wembdon Motors, Greenway Farm, Garage, Sunshiners - NH ongoing

B&B/caravan sites/holiday lets - AR reported that DR and all B&B would return info to AR/ Pam Bath returned info

Village Hall & Playing Fields, Cricket Club, Football Club, other users - NH and MS- ongoing- MS to canvas individual trustees

Farming Community - AR reported that would continue to try to make contact, possibly via NFU

Police - Notes emailed from Tony Freeman

Pub (Clive Lilley) - BB reported that they wanted disabled access around village and also better (police) security around the village

#### 8- **Timeline of actions re survey**

Sub group meeting - 18th Jan

First Draft of survey following - 25th Jan

WPC feedback of 1st draft -1st Feb

Final draft = 6th Feb

WPC sign off =11th Feb

Parish Newsletter actioned...

Surveys ready for collection/delivery with Parish newsletter 15th Feb

Survey closes 9th March

Draft report 13th April

Parish Council feedback on report 18th April

Final report 27th April

Then start writing Plan!!!

A second community engagement meeting to display survey results / open NHP group meeting/ website/ Parish Paper in May

ACTION- next meeting plan dates

#### 9- **Date of next meeting**

**TUES February 13<sup>th</sup> at 5 Vicars Lane 7.30pm**

Agenda to include discussion re planning consultant/locality grant/updates

