

## **Notes from Meeting of the Working Group to formulate the Neighbourhood Plan. Friday 15<sup>th</sup> November, 10am Registry House Galhampton.**

**Present:** Mike Martin (Chair), Alan Brain, Andy Keyes-Toyer, Richard Rundle, Jo Witherden (Planning Consultant).

**Apologies:** Tim Gilbert

1. **The Locality grant** had been approved and due diligence done. The money £5296 will be paid into the Parish Council's (PC) account and administered by the Parish Clerk. VAT will be charged, but is reclaimable by the PC. The money must be used for the designated purpose and full accounts kept, all items £1000 or above must have receipts. The grant lasts until March 30<sup>th</sup> 2020 when any remainder must be returned to Locality. (See Note 1 for details of the grant). Alan Brain would monitor the account.

2. **Election of vice-chair.** In the absence of Mike Martin Richard Rundle would chair the group.

### **3 Housing needs assessment.**

- i) Paul Avery a Housing Research Consultant from Locality has been appointed by Locality to help with our housing needs assessment which will start in early 2020.
- ii) Jo Witherden had enquired from SSDC what North Cadbury and Yarlington Parish Council required in terms of new build for 2018-2038. No definite figures are finalised but 60 houses has been suggested in this 20 year period i.e.3 per year.

4. Website for Neighbourhood Plan. Richard Rundle agreed to commission Western Web to set up this site. It was suggested the article shortly to appear in Excalibur on the Neighbourhood Plan would be put on the site and links to North Cadbury Next Door, Galhampton community site and the PC site. Mike Martin would write and edit future content Richard Rundle would administer the website.

5. **Communication.** Members of the group would speak at coffee mornings; Andy Keyes-Toyer and Richard Rundle at North Cadbury and Mike Martin at Galhampton.

6. **Neighbourhood Plan Log.** A log of all meetings and activities is required by Locality. Mike Martin will construct the log and keep it up to date.

### 7. Surveys.

i) Survey and mapping of businesses in the area. This will be based on those who pay business rates but extended to all other commercial activities including those from homes. Andy Keyes Toyer to lead this survey.

ii) Community infrastructure is to be surveyed by Mike Martin.

iii) Heritage sites to be mapped by Andy Keyes-Toyer.

Iv) Flood research to be done by Alan Brain.

v) Highways research and Crash sites to be mapped by Alan Brain.

vi) Green spaces to be mapped by Mike Martin

vii) First draft of the household survey to be circulated by Mike Martin before the next meeting.

7. The chairman thanked Jo Witherden for her help with the grant application and other advice.

8. Date of next meeting Thursday 12 December, 10am Registry House.

### Note 1. Approved grant budget.

Item	Amount
Consultant: 5days work or equivalent	£3533
Travel time	£250
Mileage	£144
Printing and disbursements	£25
Website development	£684
Surveys	£350
Room Hire	£150

Publicity in Parish Magazine	£160
<b>Total</b>	<b>£5296</b>