

Minutes Neighbourhood Plan Group

Video Conference

Wednesday 29th April 2020

Present: Mike Martin (MM, chair), Richard Rundle (RR, Deputy Chair) Allan Brain (AB), Andy Keys-Toyer (AKT), Tim Gilbert (TG), Jo Witherden (JW) (Consultant).

Chairman's remarks. There were none.

1. **Apologies.** None.
2. **Declarations of interest.** None.
3. **Minutes of last meeting.** In view of the time constraints in using zoom, these were not read or signed.
4. **Financial Matters.** AB reported that these had been forwarded by Becky Carter the PC Clerk. At the start of the year the group had a grant of £6006 from Locality and £700 from a previous grant, a total of £6716 (net of VAT). A slight overspend of the grant.
5. **Plan Progress.** JW reported that the plan was on track with the stepping stones published on the website.
6. **SSDC Local Plan.** The SSDC Local plan had now been delayed with the next scheduled consultation not now due until 2021. A call for sites has been undertaken whilst the Strategic Housing Market Assessment (SMHA) is not now due until June 2020, at the earliest. The Covid-19 restrictions may cause further delay to the Local Plan. It was decided at the last meeting to proceed with our Neighbourhood Plan for publication before the SSDC Local Plan Review.
7. **Household Survey.** JW had finished the analysis of the Household Survey, subject to a final proof check by the NPG group. The analysis will be published on the website and in the newsletter. JW would provide a word version of the analysis.

Action JW, ALL and RR.

- 8. Business Survey.** This was not complete and probably will not be finished until the finish of isolation for the Coronavirus. MM to circulate a copy of the full list of those to be contacted and who have yet to respond. AKT had compiled the data to date and would co-ordinate further contacts. **Action MM and AKT.**
- 9. Facilities Survey.** This is nearly complete, MM to circulate the list and action follow up contacts as above. AKT to put spaces on the parish map. **Action MM.**
- 10. Housing needs assessment.** The anonymised household data has been forwarded to the consultant but it was agreed that the final report should be postponed until the SHMA is available.
- 11. Local Spaces assessment.** This can now commence following the household survey responses. JW to liaise with AKT to put the spaces on the parish map and to initiate the assessment (as far as possible given current lockdown restrictions) **Action JW and AKT.**
- 12. Grants.** The report for last year's activity had not gone to locality, MM to complete. There was discussion of what was required by JW and other calls on the grant. MM to circulate grant application. **Action MM.**
- 13. Call for sites.** A total of 11 sites had been put forward, some were incomplete. AKT agreed to map the sites that have been received and contact the landowners where there were obvious omissions in the data/coverage **Action AKT.**
- 14. AOB.**
 - i) RR reported that he had been in contact with David Clews (SSDC) about the designation of North Cadbury as a village as opposed to a settlement and SSDC call for sites. David Clews had reported four new sites for building in addition to the 11 above which he was not aware of.
 - ii) It was agreed to have another zoom session without JW to sort out communication activities and responsibilities.
 - iii) No date was fixed for the next meeting and it was agreed to investigate an upgrade for Zoom time to beyond 40 minutes.

