

# Neighbourhood Plan Group Monthly Meeting Minutes

Wednesday 20 May 2020

(Held by Zoom)

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

1. **Chairman's Remarks.** An ad-hoc meeting was held 14 May to discuss communications and the allocation of tasks. No formal minutes were produced from this meeting.
2. **Apologies.** None.
3. **Declarations of interest.** None.
4. **Minutes of last meeting.** The minutes of the last monthly meeting held 29 April were agreed and will be published on the website. Action RR.
5. **Financial Matters.** With a change in the spending rules a limit of £9,000 grant can be applied for now to cover Neighbourhood Plan activities for the initial six months and an additional limit of £9,000 can be applied for which will cover the remainder of the year. Given where we are in the FY this means that we can apply for a maximum of £9,000 to cover our work from June (assuming our application is made, and approved, in a timely manner) until, roughly, the end of November with a maximum of £9,000 available from December through to the end of March. JW took an action to look at this initial 6-month spend and come back with a proposal to speed things up. Action JW.

6. **Plan Progress** JW went through the keys items for discussion and these covered ~~a number of~~several the items on the agenda as discussed from Item 8. below.
7. **Grant Progress** discussed earlier.
8. **Housing Data Research.** It was decided at the last meeting that work on this will be delayed until the SHMA is available from SSDC. Assessment report will be released in June. JW took an action to watched out for this occurs and let us know. Action JW. RR said that the Household Survey summary has not yet been published. Now that the summary has been agreed and the newsletter signup has been launched the summary will now be published as the item for the first newsletter. Action RR. The summary of the Household Survey published on NextDoor needs to be abridged to entice people to follow the link to the complete summary on the North Cadbury Neighbourhood Plan website. Action RR and TG.
9. **Business and Community Survey.** Fourteen business responses have been logged onto SurveyMonkey so far with another to add and approximately five still outstanding. All have been contacted by email, but ~~MM thought it~~ was decided that business owners need to be seen in person to obtain the required information now that the COVID-19 restrictions are easing. AKT took an action to update the data held on the 'list of businesses' ~~spreadsheets~~spreadsheet and re-circulate it to the group to confirm the current progress. Action AKT. The way ahead following this will be covered outside of our meetings.
10. **Call for Sites.** Of the two sites yet to respond ~~it~~ we believe that the owners of the land in the vicinity of Lower North Town will not be interested in offering land for development. The status of the orchard attached to the Old Bakery in Cutty Lane is

unclear. From AOB it was suggested that ~~either~~ a note could be posted through the door of the owner. ~~although~~ MM suggested ~~took an action to~~ obtaining the contact details of a relative living in Woolston ~~in an effort to~~ determine who is in a position to provide a response. Action MM. Someone acting for Mr Adrian Smith has indicated that his orchard at the top of Ridgway Lane will be offered. AKT has requested that Mr Smith provide further information to complete his offer. Action AKT. JW is to work with MM to apply for a technical support package to assess the offered sites. Action JW & MM. Paul Longman Property Developments Ltd. was discussed. JW suggested that we contact him directly to request discussions on his plans, as he is currently in 'supplied information' on his proposal to SSDC, and request that he completes our survey form. Forms have yet to be completed by some landowners. RR and AKT took an action to contact these people to get the forms completed. Action RR & AKT. JW to supply a list of landowners to contact. Action JW.

- 11. Local Green Space Assessment (LGSA).** AKT has completed a draft ~~this~~ and this requires a review by this group. AKT cautioned that the notes that JW has sent him need to be read in conjunction with the Environment Advice notes. ~~<not sure if this is correct>~~ assessment. AKT undertook to recirculate the notes. Action AKT. JW said that this Assessment needs to be completed prior to the 'option consultation' (planned for September). However, it was felt that this assessment should be completed by the end of June. There are two elements to the LGSA, Views and Local Green Spaces. Although separate items, these need to be considered together initially. The issue of 'quiet lanes' ~~should also be discussed as needing to~~ be considered. AKT recently held a meeting with Susan Fone, as Rights of Way Liaison Office for the parish, and she is providing further mapping information in support of this. It was debated as to whether 'Lanes' should be considered as part of the LGS

or, indeed, whether this needs to form a new subcategory of Recreational Spaces.

9. **Design and Heritage.** The costs of consultancy support ~~were~~ discussed. There is uncertainty ~~whether~~<sup>if</sup> there will be either an in-year or an overall affordability issue if the costs of consultancy support are to be budgeted ~~for~~. Enlisting the support of AECOM would provide a cost saving measure but it was felt that this would not provide the same quality of support. In order to answer this MM said that, in conjunction with JW and AB, the budget for the remainder of the NP Plan creation period ~~should~~<sup>will be</sup>~~should be~~ considered in detail. Action MM, JW & AB. MM pointed out that we only have until Thursday next week to submit our application for grant funding before our Notice of Intention runs out. If we miss this deadline, ~~then~~ this will delay the release of our funding for this year by two to three weeks.

10. **AOB.** MM said that following our meeting last Thursday a decision was made to contact one of our Local District Councillors, Henry Hobhouse, who resides in North Cadbury, to make him aware of the Neighbourhood Plan work being undertaken in the Parish.

11. Date of Next Meeting at 1100 on 17 June 2020. [Zoom](#)  
[host RR.](#)