

North Cadbury & Yarlington Neighbourhood Plan
Working Group Minutes
Tuesday September 8th, 2020

PRESENT

Mike Martin (MM)	Chair
Richard Rundle (RR)	Deputy Chair
Andy Keys-Toyer (AKT)	Parish Councillor
Alan Brain (AB)	
Tim Gilbert (TG)	

APOLOGIES FOR ABSENCE

Jo Witherden (JW)

DECLARATIONS OF INTEREST

None

APPROVAL OF MINUTES

These were approved, subject to the 2nd sentence of Item 10 being removed, and RR was asked to put them on the website.

AGENDA

ACTIONS

1. FINANCE

Discussion of expenditure to date and forecast to the end of Financial Year 2020-21. Agreed AB to update the finance planning spreadsheet for the current quarter June - September, showing grant and definite expenditure, and expected expenditure for the remaining 6 months in order to ascertain required grant funding. MM to contact Locality re Affordable Housing and JW re her costs.

AB, MM

2. AECOM consultant's draft report re Call for Sites

Working Group's (WG) comments on 19 sites already sent and waiting for response from AECOM due w/c 21 September 2020. Possibility that the report may not identify sufficient suitable sites to meet South Somerset's emerging Local Plan's proposed target of 60 dwellings. Need clarification on Affordable Housing as opposed to windfall. Could help WG decide whether to put forward additional sites and apply for additional £10K grant from Locality.

3. AECOM consultant's draft Housing Needs Assessment (HNA)

Waiting response from AECOM to JW's comments. AECOM's report is expected to be finalised by 28 September.

4. HERITAGE REPORT

All received comments passed by AKT to Kim Sankey, Architectural Consultant.

Requested further photos. Kim has submitted her fee, but MM will not approve payment until the amended report is received. MM

5. PUBLIC CONSULTATION

- During this Covid era the website is a main means of communication with residents. Despite 111 people having signed up to our newsletter the use of the NP Website and Nextdoor is not getting through to many in the Parish. The WG need to rethink how we can improve our communications including the use of letter drops and public notice boards whilst developing volunteer forces across the Parish to spread the word
- Agreed we would aim for 3 physical drops before 3 village hall public consultation meetings.
- Week commencing 21 September - update on where we are, including summary of February's questionnaire results. TG to draft. TG
- Friday 16 October - distribution of new Options Questionnaire, to be designed by WG and including our community's Vision (TG), Heritage/Design (AKT), Communities & Facilities (MM) and proposed housing development sites with location map RR/AB. Promotion of forthcoming village hall consultation meetings. AKT, MM, All
- Friday 23 October - reminder of dates/time/location of consultation meetings and drop-off points for completed questionnaires; include COVID meeting guidelines.
- Date of post Questionnaire results to be published and distributed to be decided later.
- AKT to revive distribution teams and AB to locate collection boxes. AKT, AB
- Consultation Meetings
 - Yarlington Village Hall Wednesday 28 October 17.00 - 20.30
 - Galhampton Village Hall Thursday 29 October 17.00 - 20.30
 - N Cadbury Village Hall Saturday 31 October 12.00 - 17.0
- Consultation Meetings to use Storyboard approach, with settlement emphasis at each village hall. Boards may be combined but should cover:
 - Resume of where we are RR
 - Need for a NP with programme milestones RR
 - Proposed Vision TG
 - Residents' Survey response MM

- Employment MM
- Call for Sites - general RR
- Each considered site (should include map of location, photo, summary of key points from AECOM consultants' report, and issues & observations for further research) RR, AB
- Housing Needs Assessment JW
- Local Green Spaces AKT
- Views AKT
- Walks AKT
- Community and Facilities MM
- Design and Character TG

6. Date of next meeting provisionally set for Wednesday 23 September pm.