

North Cadbury & Yarlington Neighbourhood Plan
Working Group Minutes
Wednesday 23rd.September 2020

PRESENT

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

APOLOGIES FOR ABSENCE

None

DECLARATIONS OF INTEREST

None

APPROVAL OF MINUTES for Meetings 8th & 14th September

Approved

Action

MATTERS ARISING

Mail drop team in place

AKT

FINANCE

Full and frank discussion on expenditure to date, forecast to the end of the plan and the need for a Programme Budget.

AB to produce finance spreadsheet to cover the period from the beginning of the plan to the end of this financial year.

MM to apply to Locality for grant, to include Affordable Housing, covering October 20 to March 21.

The Parish Council has contingency funds set aside to help if needs be.

AB MM

PLAN PROGRESS

The plan is a month behind schedule and is likely to be delayed further because of the problems around arranging a suitable solution for the Public Options Consultation during the Covid 19 restrictions.

AECOM

Waiting for the second draft of the AECOM Call for Sites report, delayed until the end of Sept. owing to the lead contracting Covid 19.

RR

Waiting for the second draft of the AECOM HNA report, but could continue with the Public Consultation without it as we already have the summary.

JW

PUBLIC CONSULTATION

The need for a Plan B was discuss if Village Hall meeting are not possible.

This would involve;

Village Hall Consultations, if possible with Story Type Boards leading through the progress so far and asking for feed back on the survey forms.

Virtual Village Hall, making use of Power Point presentations or webpage based videos etc. This might involve the services of Western Web setting up different platforms on the NP website, possible cost £180 +vat.

Mail Drop information.

Perhaps also a Telephone Service and or a small cluster of Zoom events.

First step, produce the content and send to RR by 30th Sept.

Resume of where we are	RR
Need for a NP with programme milestones	RR
Proposed Visions	TG
Resident's Survey responses	MM
Environment	MM
Call for Sites	RR
Housing Needs Assessment	JW
Local Green Spaces	AKT
Views	AKT
Walks	AKT
Community Facilities	MM
Design and Character	TG

RR will collate these and pass the results to JW for further editing and review at next Zoom meeting 5th Oct 10.30

RR JW

Second step to decide how we deliver the content. Perhaps breaking it down into generic areas. All practical thoughts to be circulated.

All

LEAFLET DROP

To be discussed when we completed first two steps.

QUESTIONNAIRE

To be discussed at next meeting.

COMMUNICATIONS

To be discussed at next meeting.

AOB

Check Heritage report for errors and circulate for final approval.

AKT

Date of next full Zoom meeting 12th Oct. 2.00pm.