

WENHASTON WITH MELLS HAMLET.

NEIGHBOURHOOD PLAN CO-OPTED SUB GROUP.

Minutes of the Neighbourhood Plan Co-Opted Group meeting 1 held at 7.00pm in the Star on Tuesday 14th April 2015.

A Neighbourhood Plan is a community led framework for guiding the future development and growth of an area. Although Wenhaston with Mells Hamlet Parish Council is the qualifying body for leading a Plan in a Designated Neighbourhood Area, the co-opted sub group is an autonomous body with representatives drawn from across the community.

- 1) Sub group Attendees: J. Claxton (JCI), R. Claxton (RCI), P. Corbett (PCo), D. Corbett (PCo), R. Day (RDa), B. Norrington (BNo), L. Spindler (LSp).
- 2) Sub group responsibilities delegated as follows:
 - J. Claxton, Coordinator consultation processes.
 - R. Claxton, Project planner and Web Site overview.
 - P. Corbett, Chair, questionnaire compilation and interpretation.
 - D. Corbett, Coordinator consultation processes
 - R. Day, Responsible financial officer.
 - B. Norrington, Plan advisor.
 - L. Spindler, Coordinator consultation process.
- 3) Updates.
 - a) Wenhaston with Mells Hamlet became a Designated Neighbourhood Plan Area on April 2nd. This is now the green light for starting to move the plan forward.
 - b) The group has been awarded a grant from Locality for the sum of £1959 which must be spent or returned within six months. The paperwork has to be finalised for this to be received into the PC bank account. This was the exact sum applied for and is allocated to the consultation process, setting up a village web site, stationery and training.
 - c) Birdham NP kindly fed back some ideas and tips which helped them in the process. In particular they suggested allocating managerial responsibilities for different areas of the process to different team members (see above) and to make open days a two way process.
 - d) Navigus is a professional NP consultancy and are prepared to tailor their assistance to our needs. We will look into this when we are further into the process.
- 4) Managerial/advisory responsibilities allocated as above. All roles will start immediately and any early outcomes circulated.
- 5) Final version of questionnaire amended and agreed. It will be circulated and sent to SCDC for perusal on April 15th. RDa to investigate cost of reply paid envelopes.

Action M1/1

P. Corbett

- 6) Agreed to have a pre consultation launch and recruitment presence at two events, the Swap and Mend day on April 25th and the Annual Parish Meeting on May 12th.

- Calendar agreed.
- Advertise around village May Warbler and posters etc.
- Questionnaire printed May 11th to May 24th,
- Delivery teams briefed May 19th to May 29th,
- Questionnaires circulated May 30th to June 13th.
- Questionnaires analysed June 13th to June 27th.
- Draft plan construction, June to October.

- 7) Date of next meeting May 19th 7.00pm The Star

- 8) AOB.

RDa stressed the importance of having invoices for all expenditure.

- 9) Actions Summary

M1/1	Final version of questionnaire amended and agreed. It will be circulated and sent to SCDC for perusal on April 15th. RDa to investigate cost of reply paid envelopes.	RDa
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P. Carbett