

Minutes of 2nd meeting of the Chew Valley Neighbourhood Plan Steering Group at Hinton Blewett Village Hall on 19th May 2014

Present: Liz Richardson (Ward Cllr), Chris Head (WERN), Liz Boyd & Nick Baker (Chew Stoke), Richard Ireland (West Harptree), Phil Collins (Ubley), Nick Hasell & Nick Scholefield (Chew Magna), Vic Pritchard (Ward Cllr), Stuart Jagger (East Harptree), Tim Warren (Ward Cllr), John Howells & Liz Brimmell (Hinton Blewett).

John Fox (Chew Magna), David and Maggie Brain (West Harptree) and two members of the public were also in attendance.

Minutes were taken by Liz Brimmell, CNVP Administrator.

1. Apologies: Apologies were received from Alan Grant, Richard Robertson, Jenny Sowden, Julie O'Rourke, Felicity James, Rachel Wakeley, Peter King, Hilary Collins and Paul Bryan (AONB).
2. Flyer for parish drop-in consultation event: The flyer was the start of consultation with parishes. Future communications could be themed by neighbourhood plan topics. The text was discussed and it was agreed that the flyer should be personalised for each parish. It was agreed that the invitation to attend the event should be 'up front' and that positive quotes about the success of a neighbourhood plan over-riding inappropriate planning should be used. The print run would cover all parish households. Distribution of the flyer could be combined with other parish leaflet drops such as the parish magazine.
Action: Liz Richardson and Liz Brimmell to finalise flyer text.
Action: Cllr Tim Warren to obtain quote for double-sided, double-folded, 4 colour, A4 sheet.
3. Dates for parish drop-in consultation events: Parish Councils had already been asked to arrange a date for hosting a drop-in event in their parish between early July and end August. Notification of dates and venues for parish events was required by 16th June.
4. Review of 'skills' audit and update of appointment of volunteers: Parish Local History volunteers were required. The following had also agreed to volunteer:
Parish Local History: HB: Rosemary Walker
Statistician: Jocelyn Wishart
Refreshments: Heather Montague TBC
Telecommunication/Technology/Broadband: David Brain
Procurement: Tim Warren
Legal: TBA - there were several possibilities being explored
Communication with other NPs: Vic Pritchard, Liz Richardson, Tim Warren
An Environmental Impact Assessment advisor was required.
5. Data Protection: A secure database within Mailchimp would be set up to cover the remit of data protection required for the CVNP. All emails would be sent Bcc. For communication purposes the following addresses would be used:
info@cvnp.co.uk: to contact Project Management: Liz Richardson
enquiries@cvnp.co.uk: for CVNP website enquiries
admin@cvnp.co.uk: to contact the Administrator, Liz Brimmell
comms@cvnp.co.uk: for communications contact Richard Robertson
docs@cvnp.co.uk: for evidence retention contact John Howells

6. Parish photographic evidence: Parishes were asked to supply a list of village locations suitable for use as photographic evidence. Photos would be taken by Hilary Collins and Jenny Sowden. Alternatively parishes could supply their own photographic if available. Copies of historic and new maps were also required. Arrangement could be made to scan in 'old' maps. Some old maps were available at Parishes Online.
Action: All parishes to supply list of village locations or actual photographs to Liz at admin@cvnp.co.uk. Hilary Collins and Jenny Sowden would take the photographs required.
7. Document retention/evidence gathering: It was an essential part of compiling a neighbourhood plan that all 'evidence' be copied and documented and send to the CVNP Librarian John Howells at docs@cvnp.co.uk.
8. Payments:
The following payments were agreed:
£74.60 Liz Brimmell for travel expenses x 2 for attending Exeter NP training
£22.00 Chew Magna Village Hall hire
£54.95 Liz Brimmell for CVNP printer
£53.60 Liz Brimmell for CVNP portable hard drive and meeting name cards
Action: Felicity James to arrange for payments to be made
9. Parishes to provide existing parish evidence data: Evidence of existing parish data and date of adoption such as a Conservation Area status, Conservation Area Parish Appraisal, Village Plan or Design Statement, Placemaking Plan or other parish validation statement were required. The evidence should be sent to the Librarian and notified to the Administrator. It was agreed to ask Julie O'Rourke how the evidence should be held/recorded and to advise what evidence B&NES was holding in respect of Conservation Area data for parishes. A copy of the latest parish evidence data log would be attached to the minutes.
Action: All Parishes to advise Librarian, cc Administrator (see email contact above), of parish evidence
Action: Julie O'Rourke to advise on evidence recording format and B&NES held CVNP parish evidence
Action: Liz Brimmell to contact JO'R for evidence availability at B&NES
10. Ideas for June meeting to promote parish drop-in event: The Steering Group was asked to bring ideas for promoting their parish drop-in event to the next meeting. It was suggested that parishioners should be asked 'what they liked and didn't like about their village'. A large village map would be on display with the opportunity to make comments with post-it notes.
11. AOB: The Chew Valley Neighbourhood Plan website at www.cvnp.co.uk was nearing completion. Links to other neighbouring neighbourhood plans such as Bishop Sutton would be included.
Hilary Collins had kindly produced a press release including photos of the April Chew Magna Open Meeting for the June edition of the Chew Valley Gazette. The copy was agreed.
Funding for the CVNP was discussed briefly which, it was felt, should be independent.
Action: Liz Richardson: Other NPs links
Action: Liz Brimmell: Funding to be included on next meeting's agenda.

The meeting closed at 9.00 pm.