

## Minutes of 4th meeting of the Chew Valley Neighbourhood Plan Steering Group at Hinton Blewett Village Hall on 21<sup>st</sup> July 2014

Present: Liz Richardson, chairman (Ward Cllr), Liz Boyd (Chew Stoke), Richard Ireland & Richard Robertson (West Harptree), Jenny Sowden & Hilary Collins (Ubley), Nick Scholefield, Nick Hasell & Felicity James (Chew Magna), Andrij Jurkiw & Jane Griffiths (Compton Martin) Stuart Jagger (East Harptree), John Howells & Liz Brimmell (Hinton Blewett), Tim Warren (Ward Cllr), Vic Pritchard (Ward Cllr) and Chris Head (WERN).

The Minutes were taken by Liz Brimmell, CVNP Administrator.

1. Apologies: Apologies were received from Julie O'Rourke and Nick Baker.
2. Approval of minutes of meeting held on 1th June 2014: The minutes were agreed as a true record. Chris Head would be sending a copy of the parish profile to each parish.  
**Action:** *Liz Brimmell to forward e-list of recipients.*
3. Feedback on drop-in events held to date: Delivery of the leaflets had been completed. Questionnaires were available at each drop-in. Attendance so far had been from mature parishioners. It was agreed to put a copy of the questionnaire on the website which could be downloaded by anyone who had missed the drop-in sessions and could be returned to the local parish council. 38 had responded in Ubley and 14 to date in Hinton Blewett.

Steering Group members were asked to summarise their parish responses using the same format as the questionnaire. The summary should be forwarded to [admin@CVNP.co.uk](mailto:admin@CVNP.co.uk) and copied to [docs@CVNP.co.uk](mailto:docs@CVNP.co.uk). The responses would subsequently be reviewed by the Steering Group to ensure accuracy. The original questionnaires should be given to Liz Brimmell at the October meeting. In due course a synopsis of the responses to the parish drop-in consultations would be made available to Parish Councils to enable communication/publicity of CV Neighbourhood Plan progress.

**Action:** *Parishes to summarise questionnaires.*

Paul Bryan, Mendip Hills AONB would be included in the Steering Group circulation.

4. Ideas for consultation with specific groups, e.g. schools, industry, village agent: Plans were in place to involve local primary and secondary schools in the Neighbourhood Plan and it was anticipated that Chew Valley School would be undertaking a project on the plan. The next stage survey/questionnaire would require a core set of questions as well as specific questions relevant to individual parishes. The layout of the survey would need a scan-read layout to facilitate analysis of the returns. Consideration would be given to connecting with local businesses, the farming community, tourism, pubs, older generation through the Village Agent, sailing club and gym
5. Update on funding application for the Chew Valley Neighbourhood Plan: An application for funding of £7,000 which had been made to Locality on behalf of CVNP by Chris Head had been partially successful. £3,000 had been awarded for consultations, leaflets, evidence gathering, analysis and writing of reports, £910 for development of questionnaire, mailing and analysis and £1,600 for a Housing Needs

survey. However, £1,500 for parish administration time which had been refused was still a matter in discussion. The timeline for expenditure was 31<sup>st</sup> December 2014.

6. Plans and ideas for the next stage after parish drop-in events: The content of the second survey/questionnaire would be progressed during August and September, agreed at the October meeting for consultation No. 2 in November.

Julie O'Rourke's guidance would be sought on the procedure to be undertaken for the survey and also a Housing survey which could deal with the requirement for downsizing accommodation. It was important to keep a record the frequently asked questions (FAQs) about housing need.

FAQs would be put on the September agenda. Themed work groups would need to be set up to take ideas forward, e.g. environment, transport, housing, community, local facilities, economy. Reference to these themed groups would be put on the website.

7. Update on parish requirements for photographic evidence: Much evidence had already been gathered and Hilary Collins was still willing to take photographic evidence for parishes. Parishes should forward their photographic evidence to the Librarian at [docs@cvnp.co.uk](mailto:docs@cvnp.co.uk). It was suggested that 'issue' photos should be taken but subsequent to the meeting Julie O'Rourke confirmed that any 'issues' should be raised with the parish council. The photographic evidence should reflect the look and feel of the village/parish.
8. Parish evidence data: A nil return was required if a parish had no parish evidence data such as a conservation area, placemaking plan, parish plan or AONB. If the situation changed an update would be required.
9. Update on University of West of England initiative to pilot NP groups interested in integrating health and sustainability into their development planning process: There was still no response to the interest expressed by CVNP.
10. Payments agreed:  
E Brimmell: printer ink £27.95, display board supports £13.99
11. Any other business: The Planning Inspector had confirmed that the B&NES Core Strategy was sound. A six week consultation was in place following B&NES adoption of the Core Strategy on 10<sup>th</sup> July 2014.

Placemaking Plan sites would be put forward in an Options document in November, followed by six weeks consultation. Parish Placemaking Plans would be endorsed by B&NES in phases as they were completed. Placemaking Character Assessments would be finalised in the Spring/Summer 2015 followed examination by the Planning Inspectorate.

The Housing Development Boundary review was being rolled out from next month.

It was agreed that CVNP bank account signatories would be Felicity James, Liz Brimmell, Richard Robertson and Jane Griffiths.

12. Date of next meeting: Monday 15<sup>th</sup> September 2014 at Hinton Blewett Village Hall.