

MUCH MARCLE PARISH COUNCIL

Report of the Neighbourhood Plan Working Party held in the Memorial Hall on Wednesday 26th February 2014

Present:

Councillors	T Weston	Chairman
	B Morgan	
	A Taylor	

Also Present	J Brierley	J Marsden
	C Monkley	S Rose
	R White	J Wood
	R Yorke	

D Baldwin	Clerk to the Council
J Gibbon	NPWP Secretary

1. Apologies

J Finnigan
S Fleming (Mr. Fleming had indicated to the Secretary that business commitments made it necessary for him to withdraw from the Working Party).
J Weston

2. Report 29th January

The report was agreed subject to the comment Mr. Finnigan had made to the Secretary that the "Terms of Reference" item should refer to set up of the whole Working Party as well as to the individual positions of the Chairman and Secretary.

3. Terms of Reference

(a) The Chairman

The position of the Chairman was clearly laid down as a Parish Councillor and covered by Local Authority guidelines on the establishment of Working Parties.

(b) The Secretary

The Clerk to NPWP should be referred to as Secretary to avoid possible confusion with the Parish Clerk.

(c) The Neighbourhood Plan Working Party

Action The Chairman and Parish Clerk proposed to confer in order to produce a simplified working precis covering the essential guidelines concerning the operation of a Working Party as laid down in Local Government Regulations. The precis to be presented at the next meeting.

4. Report on the Neighbourhood Planning Conference organised by RTPI SW Branch

Mr. Marsden had circulated a brief report of the conference to some members of the group. The report listed ten top tips to consider in the creation of a Neighbourhood Plan. Reference was made to the need to communicate effectively with parishioners and to maintain records of the sequence of meetings and decisions taken for examiners to explore. A revised list of contacts needs to be circulated to all members.

5. Communicating with the Community

The following ideas were mentioned:

- (a) the sequencing of information was important – newsletter before survey,
- (b) the village website and the “Mercury” were especially useful in contacting the 275 households in the village,
- (c) any communications need to be authorised by the Parish Council before being sent out to Parishioners.

6. Village Design Statement

The report prepared by Mr. Finnigan was issued to the Working Party to review.

The Chairman thanked Mr. Finnigan and the members of the Parish Council for their efforts.

In summary:

- (a) the Much Marcle Design Statement was still largely relevant,
- (b) the issue of solar/PV panels on roofs and as solar farms needs addressing,
- (c) **Action Mr. Finnigan's offer to undertake the cross-referencing with the “Policies of the Core Strategy 2011-2013” was gratefully accepted,**
- (d) in order to avoid charges of changing the nature of the original document this should be referred to as an Addendum rather than an Amendment.

7. Analysis of Erdisley Questionnaire (J Brierley and R Yorke)

The published questionnaires of Erdisley and Roseland had been reviewed the Erdisley version being considered more relevant to Much Marcle.

Discussion items included:

one shot or drip-feed approach,

yes/no questions allow for easier analysis,

open boxed answers make for difficult analysis,

graded answers recommended to be in 4 categories e.g. Very Bad-Bad-Good-Very Good to avoid the central average achieved with 5 categories,

individual questionnaires should be offered in preference to household questionnaires giving individuals the opportunity to be involved,

distribution of questionnaires by committee members would involve about 20 households each.

Action J Brierley and R Yorke to email an initial draft of an adapted Erdisley questionnaire to all Working Party members for review at the next meeting.

8. Focus Groups

The formation of Focus Groups to be dealt with after the survey had been completed. It was suggested that this might improve participation.

9. Schedule of Proposed Meetings of NPWP

The Parish Clerk proposed the 3rd Wednesday in the month to allow the referral of items to the Parish Council who met on the 1st Wednesday of the month.

The suggested dates were:

19/03/14,	16/04/14,	21/05/14,	18/06/14,	16/07/14
20/08/14,	17/09/14,	15/10/14,	19/11/14,	17/12/14

10. Items for inclusion in the Agenda for the next meeting

- (a) Analysis of proposed questionnaire.
- (b) Possibility of professional analysis of the results of questionnaire.

Action The Chairman and Parish Clerk would consider the cost implications and the necessary evidence required to gain funding for professional analysis of the results.

- (c) Communicating with Groups in the Community

Action The Chairman proposed to consider the arrangements for meeting societies/groups in the community and how to deal with their responses. He intended to bring back his thoughts to the next meeting.

The involvement of young people was considered to be especially important.

Reference was made to the contributions made by individuals and businesses to the Community Profile.

Information concerning the age and economic profile of village residents was available from past County Council surveys.

11. Other relevant matters

Mr. Marsden raised the issue of document control of matters covered by the working party. The Parish Clerk responded by indicating that all such documents were archived.

The village web-site was considered as another method of allowing Parishioners to have access to Agendas, Reports and other documents produced by the Working Party.

J. Gibbon

Secretary NPWP

1st March 2014