

Shoscombe Parish Plan Steering Group

Minutes of the meeting held on 20th April, 2016
Apple Tree Pub at 7.30

Those present

Chairperson Nick Glass (NG)

Treasurer Chris Upton (CU)

Secretary Mary Upton (MU)

1. Apologies

None.

2. Parish Council feedback

This will be a regular item for feedback to and from the Parish Council (PC).

3. Clarification of the distinction between Neighbourhood and Parish Plans

The distinctions between Neighbourhood Plans and Parish Plans and the position of the Parish Plan within the BANES framework clarified.

4. Roles and Responsibilities of Steering Group (SG) members

Nick Glass is the Chair responsible for:

- Sending agendas to Diana Aiken, until further notice, to be uploaded to the website 2 weeks before SG meetings.
- Liaising with the printer.

Chris Upton is the Treasurer responsible for:

- Keeping within the budget agreed by the PC.
- Liaising with the group distributing and collecting the questionnaire.
- Overseeing the coordination of the Data Input process.

Mary Upton is Secretary responsible for:

- Writing and distributing meeting minutes. Sending agreed minutes to the PC.
- Liaising with feedback between the SG and PC.

5. Parish Plan Costings

CU has delivered the costings to the PC and their approval has been recorded.

6. Timeline for discussion and action

A provisional timeline was sent to the PC for their information before their meeting on 21st April.

CU will adjust dates according to the availability of those working on the tasks.

NG will submit the revised questionnaire to the PC by 16th May as part of the agenda for comment at the PC meeting on 24th May.

The public launch of the final Plan will be in June 2017 and distribution will follow in July 2017.

7. The Questionnaire

The questionnaire was updated. Confidentiality and anonymity issues were reviewed. Some questions were redrafted to provide deeper data analysis. The practicalities of questionnaire delivery and collection and data entry and analysis were discussed. Once the data have been processed towards the end of 2016 an outline of the Plan will be presented to the PC for their approval

8. Format of final Parish document [NG]

Other Plans have provided ideas for an initial discussion of the style, content and writing of the Shoscombe Plan.

9. Exhibition at the Queen's Birthday Celebration in June

It was agreed that June would be too early to offer a contribution to the celebrations

10. AOB

There being no further business, the meeting was closed.

11. Next formal meetings

NG will book the Village Hall for the following dates:

Thursday 16th June

Tuesday 12th July

Thursday 8th September