

Minutes of the Shaugh Prior Parish (Shaugh Prior, Lee Moor, Wotter) Neighbourhood Plan Steering Group

Lee Moor Public Hall

Wednesday 11th September 2024 7.30pm

Apologies received (8) - Viv and Steve Jenkins, Vanessa Tyler, Tim Clewer, Pam Golding, Anne Moore, Marion Cleaver, Becky Ellmers

Present - (9) Barrie Spencer (BS), Cathie Boulting (CB), Sue Burkill (SB), Simon Francis SF), Paul Vann (PV), Julia Sanders (JS), Keith Stone (KS), Ian Cleaver (IC), Jason Ellmers (JE)

Absentees from mailing list (7) - Adam Sims, Nay Proctor, Vicky Dann, Liz Nicolls, Amanda Moore, Kat Hurn (The White Thorn) Tim Thomas

David and Kay Ashton have left the group although offered their help with any leaflet drops required, they were thanked for their kind offer.

Contact list was circulated for any updates and amendments for Data Protection Compliance

Previous minutes of the last Steering Group Meeting and 2 sets of minutes of the Comms Group meetings held had been sent out via email to all on the mailing list, they were also available on the night.

Welcome

Barrie Spencer (Chair)

No requirement for re-introductions

Apologies declared

Minutes circulated - approved

Summary of position to date and Funding update

BS has applied for a funding grant of 10K from locality, it has been acknowledged. Locality have responded requiring a more comprehensive breakdown and the likely costs to be incurred which BS is part way through. However the planning consultant alone is estimated to be between 3k to 5k. There has been no response from SHDC. BS has looked at an alternative source of funding should the application to Locality stall.

IC stated that a consultant is essential and if the grant is not approved then we cannot go ahead with forming a NP. BS has been trying to engage with SHDC to supply a list of those who were actively involved with the other 19 plans in existence. SHDC have been less than helpful. BS has contacted the professions own professions body who are assisting. When received BS can proceed further.

SB asked if funding had ever been refused, no one was able to answer this or had any knowledge of whether there had been a refusal in the past.

SB stated that it is worth applying to Newnham, and for the group to submit a funding application (SB is a board member of Newnham. The remit for applications is the community in two parishes so application would be appropriate, SB will speak to other members at Newnham in advance to get a 'feel for it'.

SF has a contact with regards to a planning consultant that has experience, he will pass the details onto BS. SB reiterated that Newnham would require 3 quotes.

Designation of Shaugh Parish Area update

SHDC have accepted the designated area and they will deal with DNPA.

Report from the Neighbourhood Plan Comms Group - (SF PV IC JE)

This was presented and introduced by IC, 2 meetings had taken place so far and further detailed in the 2 sets of minutes already circulated. It was explained that they had also looked at other plans, and took a combination of information that was relevant to our Plan/Area and this formed the basis of the information that was combined into one document. This document was circulated.

It was overwhelmingly agreed that it was a well thought out clear and professional document. The meeting were grateful to the Comms group for the work that had been done to achieve this.

JE discussed a questionnaire that is required for the group to construct in order to capture and analyse the incoming information. There was a general discussion led by JE around how this is communicated out to the community and how we capture those that are missed. It was agreed that given the relatively small number of households in the Parish that it wouldn't be unmanageable to do those by hand, following up face to face.

It was explained that the way in which the questionnaire is constructed and formulated is critical to capture the information effectively. It is also vital that as we move forward that there are no delays in meeting as this will cause problems to creep in. We will have to have a 'campaign' to raise awareness and launch the survey, deal with numbers and collection electronically.

Once the technicalities are organised it will require someone skilled in Marketing to assist. We will need to demonstrate inclusivity. SB stated that the Electoral register is the most comprehensive record of residents, but unsure if we are able to use the data in this way.

KS queried Maristow involvement as much of the land is owned by them, do we have a contact? IC stated that the next step is to draft a questionnaire BS asked what questions need to be asked and how do we decide that, how do we effectively gather that information from the community?

JE the NP needs to cover and comply with DNPA/other plans SB stated that others should have questionnaires. This will give us a starting point of relevant questions. SF will attempt to pick out questionnaires from other plans and circulate them. SF discussed Bere Peninsula's questionnaire and will circulate this to the group.

IC there was a further short discussion on how we analyse public concerns. SF asked for 2 weeks to pull the information together and circulate to the Comms Group.

PV, IC there was a further discussion around the need for Graphic Design/Marketing/Data Analysis but there are costs involved unless there are parishioners who are skilled in these areas who could provide this service. CB will ask for help on Facebook at this stage.

Election of Chair for Comms Group

After a brief conversation this matter was not dealt with as there was such a poor turn out for the meeting, it is hoped that the next meeting can deal with this. Therefore the decision was deferred.

BS - will do a report for the next Parish Council Meeting

Date of next meeting (Comms Group) - there was a brief discussion around the point of having the meeting alternating at Shaugh Hall and Lee Moor Hall in order to give the community the opportunity to attend. It was hoped that members of the group would get the word out however due to the small numbers attending it was felt that the next comms meeting could be held at The White Thorn on 16th October 2024. CB to contact them for availability.

Date of next meeting (Steering Group) Monday 4th November at Shaugh Prior Hall. CB to arrange.

