

# Chesil Bank Neighbourhood Plan Steering Group

Monday 15<sup>th</sup> April 2019

7.30pm at PVH- Ron Doble Room-

Meeting 4 minutes

## Present:

Derek Troughton (DT),  
Graham Whitby (GW),  
Karen Kennedy (KK),  
Dave Stevens, (DS)  
Peter Begley (PB)

Frederica Teale (FT)  
Stewart Bayram (SM)  
Ray Doggett (RD)  
Saira Sawtell (SS)  
Michele Harding (MH)-Clerk

**Apologies:** Ruth Chip-Marshall (RCM), John Coombe (JC) Martin Pearson (MP)

- 1. Housekeeping and Apologies-** received and recorded
- 2. Minutes from previous meeting** - Minutes agreed as a true record, now to include an action item
- 3. Matters arising-** GW reported that he had spoken to a few community groups regarding raising awareness of the plan, suggested the WI, Diamond Club and Parish Assemblies. First a presentation with a leaflet needs to be prepared PB & GW to prepare.  
A timeline is required for meetings and activities also to record what info the group wants to share with residents.  
Information to be updated on the current PC website, gather info from google analytics to see what interaction there is with the NP page (MH)  
The group is to have a regular piece in the Chesil Magazine commencing with the June edition submission by 14<sup>th</sup> of the month (PB/MH).  
It was noted that the group would like their own NP email addresses not using their own email addresses through the Chesil Bank Parish domain; this will be available when the new CBPC website is being prepared in the next few weeks (MH).  
The new NP domain needs to be purchased once a name for the group has been established.

## 4. Actions:

Date	Action	Members	Due by	Date Completed
15/04/19	Prepare presentation for local meetings	PB & GW		
15/04/19	What info do we want to share?	PB		
15/04/19	Google analytics information	MH	monthly	
15/04/19	Chesil Magazine editorial	PB/MH	By the 10 <sup>th</sup> of each month	

15/04/19	New email addresses for members	MH	As soon as new website ready	
15/04/19	Project planner	DT	To share on Drop box and update as we progress	
15/04/19	Arrange a Brainstorming meeting	DT/MH	asap	
15/04/19	Quote for printing costs from a couple of companies	KK/DT		
15/04/19	Expression of interest grant funding	MH	asap	
15/04/19	Facebook, Twitter and Domain name	KK	asap	
15/04/19	Set up email/village newsletter as the village rep	PB/SS/M P/SB		

**5. Plan & Costs-** DT had prepared a NP project planner from a template for discussion, some items have already been completed this will be circulated via drop box.

DT suggested that the document prepared to gather the information should be a survey rather than a questionnaire.

The project is likely to take 2 years. Members were reminded that the plan has to be consistent with the NPPF and the Dorset Local Plan for the area.

The aim is to have the first survey out for July, whether this is the full survey or the first of several surveys in bite size chunks. This could be gleaned from the initial public presentation meetings also to report on the progress and gather feedback. The concern is if it in several surveys will it be the same people each time answering the questions and printing costs. The surveys could be paper, online, emailed or downloadable.

There may be a better response if there are rolling surveys and after each one there will be feedback. What the group needs to consider is what the group need to know in order to ask the right questions as currently the questionnaire is too long.

It was agreed to hold a “survey brainstorming meeting” an extended session to tease out the questions for the survey, all members were invited but this would be a longer session of possibly 3 hours, it was decided that dates would be considered so all members could attend as some work full time.

## **6. Application for Funding**

The application for the project now needs to be commenced but the plan costs need to be gathered DT had produced a draft list of costs, printing costs need to be gathered especially if the survey is to be hand delivered and flyers/ newsletters sent throughout the process (KK & DT).

The expression of interest for the My community NP grant now needs to be commenced (MH) quotes for the various costs need to be gathered i.e printing, venue hire, professional fees, analyst fees, website/domain fees.

7. **NP Project name-** 20 suggested names had been shared with members and the agreed name of the project will be **"Vision4Chesil"** a Facebook page, twitter and domain name will be set up or purchased in order to use this as the new tag line for the NP (KK) then email addresses and links will be set.

8. **Detailed Plan for raising Community Awareness**

PB & GW will create material for raising awareness to the various community groups and parish meetings. LH is the only village that has a village email newsletter currently.

It was agreed to try to find ways to set this up in the rest of the villages using village reps.

The reps for each village are:

Abbotsbury- PB

Fleet- SS

Langton Herring- DT

Portesham- SB

Some of the villages have Facebook pages or websites but not all

9. **AOB- none**

10. **Date of next meeting-**

**Planned meeting dates to coincide with the weeks prior to PC meetings**

<b>Future meeting dates</b>	<b>Parish Council meeting dates</b>
Survey meeting TBC	13/05/2019
20/05/2019	03/06/2019
24/06/2019	01/07/2019
22/07/2019	02/09/2019
30/09/2019	07/10/2019
21/10/2019	04/11/2019
25/11/2019	02/12/2019
Dec 2019?	No Jan meeting
13/01/2019	03/02/2019