**Neighbourhood Plan Sub-Committee**

**Monday 11th may 2020 at 6:30pm via Zoom**

Due to Covid-19 isolation requirements the meeting will be held via the audio-video conferencing application Zoom rather than the Barley Room, Tithe Barn. If you would like to dial-in please email the Clerk on SproughtonPC@gmail.com

**AGENDA**

1. **Opening including Public Forum**

Meeting conducted via Zoom App due to current government restrictions following the Covid-19 pandemic. This is in line with current advice provided local government for the provision of meetings for the Sproughton Parish Council and also that provided online at Neighbourhoodplanning.org. Suggestion was made for consideration of audibly / visually recording future meetings for transparency of the activities of the group.

Ian Poole (IP)

Places4People attended as proposed consultant to the Sproughton Neighbourhood Plan Sub-Committee.

1. **Apologies**

Sharon Maxwell – Communications.

Anne Mayton

1. **Approval of Minutes**

Approval of the minutes from the previous meeting was nominated by RJ and approved by HD.

1. **Overview of the Plan**

Initial phase completed.

NP Meetings are now a regular rolling event.

Clarified that our main contact at BDC Paul Bryant was available for reference as and when we require.

HD asked IP on timescales for Grant application would take once submitted, IP suggested 2 weeks.

1. **Ian Poole (NP consultant)**

IP asked when the draft plan would be complete.

January 2021 as per the project plan.

IP also mentioned that AECOM could limit us by its own constraints of time when processing surveys and assessments.

HD asked if BDC were timely: Reply yes but again work in conjunction with JLP and ensure that all consultations take place and that the draft plan is sound. SEA is a potential hindrance should it be requested.

Household Survey: could be conducted by CAS as they have software that could help.

*ACTION: RJ and KS to continue to formulate questions deadline 21st May*

 *RJ to contact Sarah Mortimer at CAS to ask for support.*

Household survey has two purposes

1. Perceptions not hard and fast keep open minded
2. Publicity for the NP

Draft Household Survey should have critical questions, simple yes and no no answers

IP – A good survey and preparation mean it is less likely to be rejected. IP then review a recent set of presentation slides for his latest project.

1. **Allocated or Unallocated NP Investigation**

*ACTION: HD to revisit agreed sites to see if still the same. Suggestion made that this could possible passed to a third party to action.*

*Sub-committee and PC to confirm that we are undertaking an allocated plan and document.*

1. **Grants**

*ACTION: Tasks to be completed by the 17th May:*

1. *Appoint Consultant IP, quote for works submitted to PC for review. RC*
2. *Apply for Grant once PC confirm approval. HD and RJ.*
3. *Once grant has been obtained the management of finances to be handed over to SPC Clerk.*
4. **COVID-19**
	1. **Agreed that we will monitor and review all Government guidelines and adapt accordingly.**

*ACTION: For following meeting – re visit concerns re Covid-19 outbreak and the impact on the Project Plan. The potential to review and adapt plans for public engagement*.

1. **To Agree Date & Time of Next Meeting:**

8th June 2020 – meeting at 18.30 and to be held via Zoom App.

1. **Items for Next Meeting**
2. Project plan
3. Grants
4. Household survey
5. Media
6. Outline for Plan – Headings to mimic JLP.
7. **Close of Meeting AOB**

ACTIONS:

1. HD to revisit agreed sites to see if still the same. Suggestion made that this could possibly passed to a third party to action.
2. Sub-committee and PC to confirm that we are undertaking an allocated plan and document
3. Tasks to be completed by the 17th May:
	1. Appoint Consultant IP, quote for works submitted to PC for review. RJ
	2. Apply for Grant once PC confirm approval. HD and RJ.
	3. Once grant has been obtained the management of finances to be handed over to SPC Clerk.
4. SC tasked with ensuring all actions of the NPSC are complaint with the JLP, the need to follow its structure and be mindful of its goals.
5. RJ/HD continue to work on the draft plan.
6. RJ/KS to continue to formulate household survey questions deadline 21st May
7. RJ to contact Sarah Mortimer at CAS to ask for support.
8. RJ contact AECOM
9. SPC contact Sproughton primary school to confirm when they will return to school and would they be willing to ask the children to complete a small simple survey on living in Sproughton for the Neighbourhood Plan doc?

R Jermyn

Rhona Jermyn, Chair, Sproughton Neighbourhood Plan Sub-Committee