

# Cullompton Neighbourhood Plan Steering Group

## Minutes of the meeting – 14<sup>th</sup> May 2014

### Present

Michael Speirs - Chair, Lou Maddocks - Town Council, Tim Duxbury - DCC, Roy Gould- Town Team, Steve Hellier - Highways, Paul Weston - Consultant, Martin Smith- Town Team/Hug Cullompton

### Apologies

Gordon Guest – Town Council, Anne McClements- Senior Voice, Cathy Penharris – Vice Chair, Jenny Penharris – Secretary, Eileen Andrews – Town Council

### Acceptance of Minutes of meeting

**Proposed:** Tim Duxbury

**Seconded:** Roy Gould

All in favour

### Community Survey

325 surveys completed, 20 waiting to be input. We need to encourage more people to complete it. Deadline is to be extended until 15<sup>th</sup> June, after which the prize draw needs to be drawn.

**Action:** Michael to check with Gordon that the deadline completion can be changed to 15<sup>th</sup> June. The survey will be kept open after that date. Tim volunteered to analyse the survey with assistance from Polly once completed. Paul is to provide Polly with a brief.

Tim recently met with Cullompton Community College who are happy to do some sort of engagement exercise. Paul is happy to help with this.

### Business Survey

Only 12 people have completed the business survey to date. Lou to complete database of businesses on Kingsmill and Alexandria industrial estates and to visit businesses to persuade them to complete it. Deadline for the survey is 15<sup>th</sup> June. Michael to ask FSB if we can have access to their database for targeting to complete business survey. Report target end of June.

### Visitor Survey

Visitor Survey hasn't yet been allocated to anybody. Need 3-4 days with 3-4 people out per day. Martin to ask Town Team if they would be happy to help with this. Lou to design survey.

**Action:** Martin to ask Town team if they will assist with carrying out 'Visitor Survey'.

**Action:** Lou to design Visitor Survey

### Land Supply Group Progress

#### Progress to date

Roy has done work contacting landowners on the eastern side of M5, which has raised concerns about land around Upton Lakes. Roy and Gordon's view is that several designated areas are not suitable for development.

### On-going work required

Paul asked if it was likely that the work was likely to be completed in time for the May deadline and expressed some concerns that this wasn't going to be met. Michael offered to try and find people to help with this. Michael will contact Pauline and Eileen to see if they have progressed with their research as they have both been away. Paul stressed the importance of not relying on the SHLA sites but finding other sites which may be suitable for any kind of development.

**Action:** Michael to contact Eileen and Pauline to find out what progress has been made and to try and find other people who can help.

### Liaising with Statutory Bodies and Agencies

Paul and Lou to meet to discuss this and Paul to draft an email for Lou to send to them, inviting them to view what has been done so far and encouraging them to get involved.

**Action:** Paul to draft email and send to Lou

**Action:** Lou to email Statutory Bodies and agencies

### Town Council Support

Lou has now started as Neighbourhood Plan Administrator. Important to decide what the priorities are for Lou to do. Paul has provided a list of what needs to be done before end of June.

Lou to report back at next meeting so that group as to how the work-load is going to work out where the priorities should be.

Michael stressed the importance of publicising the focus groups on Twitter and Facebook and press release. He asked that all information is sent to Lou so that she can publicise it. Steve to research Cullompton based Facebook sites. Paul requested that a paper is put together for the next meeting stating who is responsible for each area of social media.

### **AOB**

The group all wished Michael a 'Happy Birthday'!

Next meeting 11<sup>th</sup> June, 6.30pm