

**Claverton Neighbourhood Plan
Steering Committee Meeting held on 12th January 2018 at St Mary's Church**

Committee members present:

Vi Jensen, Chair and Parish Councillor,
Glennis Naylor, Parish Councillor,
Peter Dunn, Pumping Station
Jonty Frith, St Mary's Church

Julian Blades, American Museum
Andrew Sergeant, Parish Resident
Sam Worrall, Boater Outreach Officer
Isabelle Ficker, Parish Resident

Others present:

George Blanchard, B&NES Planning Officer
Kevin, Boater Outreach Officer

Lesley Watkinson, Parish clerk (Minute Taker)
Linda Ficker, Parish Resident

	Actions
<p>Apologies Apologies received from Julian Potts (Parish Resident).</p>	
<p>Matters Arising From Minutes As promised at the last CNPSC meeting, an email update was sent by VJ to Steering Committee on 17th December 2017. The NP Questionnaire was signed off on 26 November 2017 and distributed by GN and VJ to around 80 households. SW circulated questionnaire to boating community. PD and JB have circulated to their volunteers for the Pumping Station and American Museum respectively. Questionnaires also distributed to St Mary's parishioners.</p>	
<p>Approval of Minutes The Minutes of Claverton Neighbourhood Plan Steering Committee Meeting held on 24th November 2017 were agreed as accurate and approved by the CNPSC.</p>	
<p>Progress to Date The Questionnaires have been returned and have been collated and analysed by VJ and GN. We have been awarded a grant of £6,154.00 from the Community Rights Programme towards the NP costs. The Parish Council confirmed that the funds were received. The due diligence process has also been completed. Potentially another grant will be available in the New Year. A Landscape Architect, Novell Tullett, has been appointed to carry out the character assessment. There will be an initial meeting on 17th January will. Melina Traub has been appointed do the necessary work to the Parish Council website.</p>	
<p>Review of the Outcome of the Questionnaire The data from the questionnaires will be the starting point for formulating potential Policies which will be crucial for discussion at the public meeting. At meeting VJ circulated the written responses to the questionnaire and will share the full analysis when it is finalised. In the meantime VJ provided some highlights. VJ confirmed that the response rate was over 50%, which is a fine achievement (GB confirmed that average response rate is 30-40%). Certain matters raised by respondents are not within the remit of the NP, but will instead be taken up by the Parish Council. Many respondents commented on the importance of St Mary's as a community space. Any proposals made will be considered by the church and assessed on merit. JF confirmed that the interests of the church and interests of the Parish are strongly aligned. GB will analyse written responses and clarify those which could be come policies as apposed to those which are aspirations.</p>	<p>VJ</p> <p>GB</p>

	Actions
<p>Neighbourhood Planning Process - Policies</p> <p>VJ distributed a presentation with overview of how the Vision is informed and developed from the:</p> <ul style="list-style-type: none"> • Existing Areas of Protection (e.g. ANOB, Green Belt) • Views from the Community (questionnaire, Public Meeting) • Input (from e.g. B&NES Core Strategy, National Policy Planning Framework) • Stakeholders in the Parish (e.g. Church, CRT) <p>The Vision is the Framework for the Neighbourhood Plan. It is a statement describing how we want Claverton to be like at the end of the Plan period. It will need to be concise, locally distinctive. It will be aspirational but grounded. For each element of the Vision there may be one or more Objectives setting out what we want to make the Plan a reality. Individual policies flow from the Vision and Objectives.</p>	
<p>Individual Policy Groups</p> <p>Vi asked all members of CNPSC to think about which groups and objectives they would like to work on.</p>	All
<p>Public Meeting - Outline</p> <p>The American Museum has offered to host the public meeting, which we will now refer to as the “Open Meeting”. Taking questionnaire feedback into account, the meeting will take place on Saturday 10th February at 10.30.</p> <p>The outline plan is that members of the public will register at 10.30. They will be offered refreshments and should take the opportunity to circulate and review the materials on display. There will then be a 30 minute presentation followed by a question and answer session with a panel. Then, after the end of the formal part of the meeting, there will be another 30 minutes for circulating and an activity (as yet not finalised) which will provide a quantitative assessment of the views of people attending.</p> <p>VJ will produce flyers in advance of the meeting to publicise it. VJ will ask Jo Potts to update those who receive village Newsletter by email. LW to update Parish website and the Parish noticeboard. VJ will place a notice in the “Local Look”. We need to get as many people to the Open Meeting as possible and need to get our message across that there is more to do than relying to survey.</p> <p>Vi asked all the CNPSC to think up questions that people might have on the NP process in order that we can anticipate and be prepared for the questions we will get at the Open Meeting.</p> <p>Pumping Station and American Museum have news and developments they are keen to share with community.</p>	All
<p>Any Other Business</p> <p>SW advised that the Parish Newsletter is not currently accessible to the boating Community. LW asked SW to provide a list of individuals who would like to receive Newsletter going forward.</p>	

	Actions
<p>Next Steps</p> <ul style="list-style-type: none"> • Finalize evaluation of responses to questionnaire • Determine the outline policies which may be adopted • Finalise plans for public meeting, including a Question and Answer document 	All
<p>Date of Next Meeting</p> <p>CNPSC will next meet at St Mary's Friday 26th January at 10.30.</p>	