

## **Notes of a meeting held on 25<sup>th</sup> March 2015**

### Present

Howard Asbridge [Chair]  
Bob Baldwin  
Chris Beighton  
David Gynn  
Peter Hough

Magnus Pahlsson  
Jamie Rutherford  
Gary Vanstone  
Jonathan Watson

Apologies for absence: Warin Kelly, Geoff Rickard, Jon Snowden.

### **Notes of previous meeting**

The notes of the meeting held on 25<sup>th</sup> February 2015 were approved.

### **Progress report - action previously agreed**

All the issues the subject of action agreed at the last meeting were dealt with individually, as follows:

#### **Application for grant aid**

We reviewed an initial exercise by Howard, to identify appropriate items for inclusion in an application for grant funding and also considered the possibility of obtaining further consultancy input from Stuart Todd at various stages in the plan process.

Given the benefits of some professional support to ensure that our evidence base was robust and of having an external, informal 'health check' prior to the statutory consultation on the draft plan, we agreed to include eight days consultancy work in the bid for grant funding. It was accepted that if funding was not forthcoming, the Parish Council would not be able to provide alternative finance and we would have to do without that input.

Because grants were only available for a rolling six-month period and had to be for a minimum of £1,000, it was very likely that the Parish Council would have to be asked to fund items such as the printing of the final MACKPlan documents.

The grant would not cover VAT and this would be payable on Stuart Todd's fee. This would have to be borne by the Parish Council, who would be able to claim a refund from HMRC.

The current bid for grant aid was therefore as follows:

Activity		Quantity	Unit Cost	Price
Hall hire		12	10.00	120.00
Posters		8	5.00	40.00
Banners		2	25.00	50.00
Raffle prize		1	50.00	50.00
NDP questionnaire/survey	8 A4 pp	500	0.60	300.00
Postage		250	0.52	130.00
Housing needs survey	4 A4 pp	50	1.00	50.00
Postage		50	0.52	26.00
Survey Monkey monthly licence		6	26.00	156.00
Misc Printing/office supplies				100
Consultancy [half days]		16	250	4,000
Consultancy [expenses]				216
<b>Total</b>				<b>5,238.00</b>

### Action

Howard will:

- I. Confirm acceptance of Stuart Todd's quotation, subject to the approval of grant funding.
- II. Seek any necessary endorsement from the Parish Council of the bid for grant aid and advise the Parish Council of their liability for VAT pending its reclaim.
- III. Make any necessary adjustments to the bid as costs are refined and submit the application to Locality as soon as possible.

### **'Mission Statement'**

At the last meeting we decided to have an on-line survey *and* consult with local groups over the likely scope of MACKPlan, so that our residents questionnaire would be as focussed and as comprehensive as possible.

Howard had discussed this with Rebecca and also reviewed the content of a number of NDPs and their questionnaires, which all had a similar range of core issues. On balance, it was not considered essential that we should consult local groups over the scope of the questionnaire, as well as having an on-line survey. However, it would be useful to modify the mission statement and use it as the basis for an initial contact with future consultees on the draft plan content.

### Action

Howard and Chris would:

- I. Create a draft email/letter to potential consultees and a similar statement for parish magazines and the website, setting out the range of issues that MACKPlan and thus the questionnaire were likely to cover. Consultees would be invited to add to the range of issues if they wished and to confirm/amend their contact information. As with the e-survey referred to below, issues would be described from a neutral perspective.
- II. Circulate the draft for comments and then arrange dispatch and placement on the MACKPlan website.

## **e-survey of the scope of MACKPlan**

We discussed the trial Survey Monkey exercise and the questions to be used. We agreed that inviting opinions on various questions with answers ranging from 'Strongly Agree' through 'Neutral' to 'Strongly Disagree', plus several free form responses on good and bad aspects of life in the plan area, was a practical way forward. We also decided to add a question relating to the central choice before residents; did they want to exercise as much local control over development as possible or did they want to leave those decisions to the Borough Council? Asking the question would not only help make it clear that there was no 'do nothing' option, but would help to engage recipients in the plan process before answering other questions.

As with the replacement for the mission statement, we agreed that it was essential that all questions were asked from a neutral standpoint.

### Action

Howard will re-work the e-survey on the above basis.

Although no conclusion was reached, we did discuss the difficulty of including a detailed housing needs survey within the MACKPlan questionnaire. Although it was necessary to gain information on future local housing need, so as to inform any debate on new homes provision in the plan, we would need to avoid creating a complicated and lengthy questionnaire. It might be that after some basic questions about housing, anyone considering that they could be in housing need would be directed to make a separate enquiry, where they would have to provide more detailed information.

## **Consultation and Engagement Plan**

We approved the current version of the Consultation and Engagement Plan as set out in Appendix B to the agenda. It was agreed that there should be a MACKPlan e-newsletter published before the e-survey on the scope of the plan, to raise awareness of the progress made since the initial public meeting last year.

### Action

Howard to draft an e-newsletter and circulate.

## **Evidence base**

There was a general discussion about the need to be able to connect policies and proposals to clear evidence, but also avoid making MACKPlan less accessible by including unnecessary data.

It was agreed that the way forward would be to:

- I. Review the supporting documents produced by WDBC in connection with Our Plan and extract data relevant to MACKPlan.
- II. Look at the content of evidence bases produced by other NDP teams.
- III. Create a wish list of data likely to be needed for MACKPlan.
- IV. Acquire data on that list, revising as necessary.

### Action

Howard and Jonathan to progress initially and report back, when specific tasks could be allocated to team members.

### **Housing Need Survey**

We returned to the issue of identifying future housing need and discussed the problem of how to make it clear to those completing questionnaires that, where homes had more than one household, more than one set of answers was required.

### **Forum**

We noted that Chris had got the new forum established on the website and some test entries had been made.

### Action

Howard to create some additional entries, to promote a conversation within the forum.

### **Renewable Community Energy Fund**

It was agreed that this was a matter that should be dealt with by the Parish Council, should they see fit.

### Action

Howard to advise.

### **Date of next meeting**

Wednesday 29<sup>th</sup> April at Milton Abbot village hall at 7.30pm.

### Action

Howard to book