

## AGENDA

25 March 2015

7.30pm Milton Abbot Village Hall

### Note-taking

As I tend to have lots to report, it's difficult to take notes at the same time. It would be very helpful if someone could just jot down the decisions we're taking and any other useful information and let me have a copy after the meeting. I'm happy to produce the minutes of the meetings, but I'm having to do that from memory at the moment and am concerned that I will forget something.

### Progress report - action previously agreed

Draft Mission Statement: Produced and circulated by email on 2<sup>nd</sup> March. Now amended to include 'Protect the natural environment and landscape' as suggested by Jon Snowden and placed on the MACKPlan website. Jon queried the inclusion of *Ideas about how to increase the local production of renewable energy*; would this encourage wind turbines and solar farms? See item below on renewable energy.

Initial list of organisations to be contacted: The current position is covered in the item on the Consultation and Engagement Plan below.

Increasing coverage of e-newsletters: Current progress to be reported at the meeting.

Application for Grant Aid: I am working on the grant process and will update at the meeting. At the time of dispatching this agenda, the elements I have identified so far are as follows:

Activity	Quantity	Unit Cost	Price
Hall hire	15	10.00	150.00
Posters	8	5.00	40.00
Banners	2	25.00	50.00
Raffle prize	1	50.00	50.00
NDP questionnaire/survey	500	0.60	300.00
Postage	250	0.52	130.00
Housing needs survey	500	0.60	300.00
Postage	350	0.52	182.00
Survey Monkey monthly licence	6	26.00	156.00
Printing the Plan	100	??	??
Consultancy [half days]	??	??	??
<b>Total [so far]</b>			<b>1,358.00</b>

You will see that I have allowed for some consultancy input from Stuart Todd. I don't have too many anxieties about our abilities to write policies for MACKPlan or to link them to bits of the NPPF or the Local

Plan. However, there is a danger that we could create an NDP that doesn't have a sufficiently robust evidence base, simply because we have the technical ability to write a plan in isolation.

If we wanted to, we could use a 'critical friend'; someone who could assess whether what we eventually produce is based on sufficiently robust evidence.

If we did that, we would need to submit a scoping document for the evidence base to Stuart. Once he was happy with what we're going to do, we could get on with it and subsequently ask him to assess how appropriate and robust it is.

I am also aware that some NDP teams have had a 'health check' carried out on their NDPs before the beginning of the statutory consultation process. That seems to be a sensible approach and I have asked Stuart to quote for that too.

*i) Does the team want to employ Stuart Todd, or another consultant, to carry out this work?*

*ii) Subject to i) above, is the team happy with a grant application made on the above basis?*

## **Review with Rebecca Black**

I recently met with Rebecca [Strategic Planner WDBC] to review our progress so far and check that we are on the right track. Rebecca's happy with the way we are organising the tasks we have to undertake and with the draft 'mission statement'. Her view was that it wasn't essential that we carry out a mini survey to test the scope of the questionnaire to every resident.

## **'Mission Statement'**

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

Having discussed this with Rebecca and reviewed the content of a number of NDPs and their questionnaires, perhaps an e-survey would be sufficient, because all NDPs have a similar range of core issues? Of course, if we got a poor response, we could always decide to try something different, if we felt that was necessary.

The 'mission statement' was intended to be used in consultation with local groups and in correspondence with third parties. If we confine our consultation on the scope of MACKPlan [and thus the questionnaire] to an e-survey, it won't be needed for that purpose. However, we do need to look whether we have sufficient coverage of relevant third parties, as far as making them aware of our intention to produce MACKPlan is concerned. The mission statement will be useful in that exercise.

Meanwhile, if it was on our website, it could be viewed by visitors to the site or printed off by team members and used as an aide-memoire for consultations with local groups, as they occur.

*We should review the revised draft 'mission statement' [Appendix A], and consider placing it on the website, perhaps with the heading 'What is MACKPlan and what will it do?'*

*We need to decide if we are going to send the mission statement as soon as possible to appropriate consultees drawn from Annexes 1-3 to Appendix B, below.*

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

I've been exploring the limitations of the free version of Survey Monkey, as team members will be aware [!!] and will have another go before the meeting. Doing an e-survey would i) be part of demonstrating that our consultation process is robust and ii) allow us to find any problems with the software, before doing the large-scale questionnaire. The amount of response we get will also be a factor in deciding whether to do the main questionnaire on-line or not.

One of the limitations of the free version of Survey Monkey is that you can't print out your survey. Hopefully, by the time of the meeting I will have sent round a new version of the survey and you will have had a go at completing it. We can discuss our reactions to it at the meeting.

We should decide if we want to use a Survey Monkey e-survey of those who have subscribed to MACKPlan and village newsletters, to test out the scope of MACKPlan and its associated questionnaire/survey.

*We need to decide if the issues and questions identified in the 'mission statement' [Appendix A] should form the basis of the e-survey.*

## **Consultation and Engagement Plan**

I have started to customise the C & E Plan that Stuart Todd gave us and the latest version is attached [Appendix B]. It contains our progress to date and proposals for key elements of our consultation with residents and other interested parties during the rest of the plan process.

Annexe 1 lists the range of third parties likely to be consulted, Annexe 2 has the infrastructure consultees and Annexe 3 has the statutory consultees.

*We need to review the current C & E Plan, amend as necessary and then identify next steps.*

## **Evidence base**

To get us started on this, I have asked Jonathan Watson to have a look at an example I came across and see if he could work up a series of headings for items that would be relevant to the MACKPlan area.

## **Forum**

Chris has got the new forum established on the website and we have made some test entries. I will try to complete some live entries before the meeting and advise you of that by email, if I do.

## **Renewable Community Energy Fund**

The Devon Association for Renewable Energy [DARE] has approached parish councils to raise awareness of a fund that may finance studies into the potential to create community projects that produce renewable energy. More information is attached at **Appendix C**

*Should we invite a representative of DARE to brief us on this scheme?*

Howard Asbridge  
Chair  
MACKPlan team

19<sup>th</sup> March 2015