

Minutes of a meeting of the Puddletown Neighbourhood Plan Steering Group (PNPSG) held at 6.30pm on Monday 4th November 2019 at 1A Butt Close, Puddletown

PNPSG Chair: Peter Churchill

Present: Jane Cox, Janey Gordon, John Ridout, Jo Witherden

Clerk from the PAPC: Anna Bendall

Minute Number **Comments**

19/043 **Apologies for absence**

Janet Ranger

19/044 **Confirmation of minutes of previous meeting and matters arising**

RESOLVED that the minutes for the PNPSG Meetings held 7th and 28th October 2019 be approved and signed in the presence of the meeting.

19/045 **Draft Plan**

The latest version of the Draft Plan with corrections and changes made in response to the meeting with PAPC was approved. Anna will get a picture of the surgery and Jane has a picture of the Blue Vinny and an alternative cover picture which she will send to Jo.

19/046 **LGS landowners**

RESOLVED that Anna will draft letters to landowners advising them of the decisions taken.

Action: Anna

19/047 **Public Consultation**

The Regulation 14 Public Consultation will run from Monday 25th November to Friday 10th January.

19/048 **Advertising and printing**

Peter will contact the shop, library and surgery to check that they are happy to provide a point for surveys to be delivered and information to be available in print.

Action: Peter

15 laminated A4 posters will be printed and attached to lamp posts in the parish. 750 A5 leaflets will be printed and delivered to every house in the parish and also left in the library and surgery.

Action: Jo to send examples, Janey to design, Peter to order, Anna and Peter to organise delivery

The consultation and event will both be advertised on the PAPC website and on Facebook. There will also be links to the Draft Plan and the online survey. The Plan will be uploaded on the 18th November to allow links from the online survey to be created in time.

Action: Anna

On the 25th November an executive summary of the Plan will be made available on the PAPC noticeboard.

Action: Anna

25 Copies of the Draft Plan will be printed. Reference copies will be available in the shop and surgery and copies will be available on loan from the library.

Action: Peter

5 copies of the SEA will be printed. One will be left in the library for reference and the others will be used for the public event. **Action: Peter**

250 copies of the full survey will be printed along with 150 copies of the small comment card. These will be available on request from the shop, library and surgery but people will be encouraged to use the online version. **Action: Peter**

Anna will arrange boxes for completed surveys to be posted in the surgery, shop and library.

Action: Anna

Jo will contact the statutory consultees.

Action: Jo

12 A1 boards will be printed for the public event. Jo to design, Peter to arrange printing.

Action: Jo and Peter

19/049 Public event

The Church room will be available for the group to set up from 9am on Tuesday 3rd December. The opening times for the event will be 12-2pm and 5-7:30pm on both Tuesday 3rd and Wednesday 4th December. Peter and John are able to support all of these sessions, Janey can do the early afternoon session on both days and the evening session on Wednesday, Jane will not know until nearer the time and Peter will check with Janet once she returns from holiday.

The kitchen is available. The local Scout group will be asked if they would like to send some volunteers in the evening to provide refreshments which they can ask for donations for. This could possibly count towards a community service badge as well as enabling them to raise some money for their group.

Action: Anna

19/050 Date of next meeting

Rod Hill on the 22nd January 6:30 pm. Anna to advise Magna Housing of use of Rodhill. **Action: Anna**

The meeting closed at 8pm.

SIGNED ON ORIGINAL

..... PNPSG Chair

27/02/2020