

**Puddletown Neighbourhood Plan**  
**Minutes of the Steering Group Meeting – Monday 17<sup>th</sup> July 2017**  
Held at Church Room

The meeting opened at 19:05

<u>No.</u>	<u>Item</u>	<u>Action</u>
<b>1.</b>	<b>Attendance / Apologies</b>	
1.1	<b>Attendees:</b> Jane Cox, Mary Miles, Peter Churchill, John Ridout, Paul Langdon, Janey Gordon	
1.2	<b>Apologies:</b> Mark Richardson, Sandra Shaw	
<b>2.</b>	<b>Minutes</b> – Proposed by Peter Churchill and seconded Mary Miles.	
<b>3.</b>	<b>Matters arising from previous minutes</b> – none. All actions complete.	
<b>4.</b>	<b>Update- Project plan</b>	
4.1	No issues – we are on track to produce Draft plan by end of calendar year. Whereupon we enter an extended consultation period and inspection leading to the draft plan.	
4.2	Noted that FERIA are not yet commissioned to produce draft plan and will not be until the next funding round arrives, start October taking us through to end March 2018.	
4.3	We have strengthened our evidence on process and engagement. Evidencing that we are doing things correctly.	
<b>5.</b>	<b>Community Engagement</b>	
5.1	Schools – Will be taken forward at the Design Forum. The aim is for all three schools (First, Middle, Hardy's) to present on the morning of the first day, 25 <sup>th</sup> . To be confirmed.	MM
5.2	Noted there are moves afoot to create a public footpath/walk from Puddletown to Athelhampton, most likely on a practical pathway basis.	
5.3	Community Café update – very successful and positive first meeting with over 30 people attending. The next public meeting will be held on the 6 <sup>th</sup> September and will be held in the Pavilion (which is also a potential site for the Café). The PAPC are setting up a working group to take forward and a steering group will be established at the September meeting. Financing could be through a mix of Community Share Scheme, the lottery, and various other funding streams. In addition, the PAPC may offer a start-up loan.	
5.4	Initially opening hours will be one or two weekdays and hopefully at the weekend.	
5.5	Profits, if any, will be ploughed back into the community and there is also the potential to employ staff in the future.	
5.6	Financing could be through a mix of Community Share Scheme, the lottery, and various other funding streams. In addition, the PAPC may offer a start-up loan.	
<b>6.</b>	<b>Website</b>	
6.1	FERIA are working on it and hopefully we will have something in a few weeks.	
<b>7.</b>	<b>Design Forum</b>	
7.1	Publicity -	
7.1.1	Poster 1 (introducing event, advance notice) to go live shortly to be produced.	JC
7.1.2	Draft letter from FERIA ( <a href="#">Invite Letter</a> ) to be revised to reflect it will be used primarily to invite stakeholders to present at the first morning. To be sent out within next two weeks to key partners: Letter needs to address key partner audience more clearly. Timings for first morning to be more upfront. Presenters to be there for first morning as a minimum. Letter needs to be clearer about response required. More clarity needed on material sought for presentation. View of committee is that people should be able to attend without inputting material. Need to check with FERIA.	PC
		PL

- It needs to be clearer what the Design Forum timetable is what options are for attendance.
- 7.1.3 Partners/Stakeholders reminder to be sent in early September, for non-respondes. Refers to letter at item 7.1.2.
  - 7.1.4 Fliers to be sent out week commencing 4<sup>th</sup> September. Flier to be drawn from draft FERIA letter.
  - 7.1.5 Call for sites letter has gone out and reminder letter for non-respondes will go out in week commencing 24<sup>th</sup> June.
  - 7.1.6 NP SG Commitment: John Ridout, Janey Gordon, Paul Langdon and Peter Churchill expect to be there for all three days. Mary Miles and Jane Cox will be able to attend in part.
- 7.2 Principles & Objectives
- 7.2.1 The principles and objectives are evidenced from the engagement to date. Paper PNP objectives & principles v2 refers: [PNP Obj & Prin V2](#)
  - 7.2.2 Paper contains overall vision at top level and then inviolate principles which broken down into objectives.
  - 7.2.3 The paper will be considered at Design Forum and subject to scrutiny/challenge there. Once agreed it will form the basis for the plan.
  - 7.2.4 The SG will review and provide input to Peter by Friday 28<sup>th</sup> July.
  - 7.2.5 It needs to be made clear that the document is for discussion rather than a draft. Title will be changed to reflect this.
  - 7.2.6 It was a suggested section could finish with a question to be considered, relating the village. For example, the housing section could finish with question like where should this development take place?
  - 7.2.7 Well-connected needs to include roads.
  - 7.2.8 Thought needs to be given to prioritising or ranking, or at least prioritised at Design Forum.
  - 7.2.9 The SG agreed that it was important to present the Design Forum with this document, which reflects the engagement and valuable input people have made to date. It also provides focus for the event.
  - 7.2.10 It was agreed that the evidence for the orchard and allotments specifically is weak and these two objectives will be merged and stated as a desire for public space.
- 8 AOB**
- 8.1 We have received an offer of support via Facebook. We will follow this up by inviting the person to attend our next meeting.
  - 8.2 It was noted that there may be movement on the Middle School expansion. This needs to be understood and the infrastructure change that comes with it. This could substantially change our landscape and options. And solid information prior to the Design Forum is important. MM will be attending a meeting on Weds and will update the SG. MM
- 11. Date of next meeting: TBC**

**Paul Langdon, Chair.**