

**Minutes of the Meeting of the Neighbourhood Plan Committee  
Wednesday 18th April 2018 7pm Poringland Community Centre**

**Present:** John Henson (Chairman)  
John Joyce (Vice Chairman)  
Charles Auger  
John Hodgson  
David Hewer  
Tim Boucher  
Carl Pitelin  
Lisa Neal  
Henry Gowman  
Anne Barnes  
Lorraine Matthews  
Trevor Spruce  
Rachel McCarthy (Assistant to Parish Clerk)  
Stephanie Ayden (Project Officer)  
Jason Parker (Consultant Parker Planning Services)

**Also attended:**

- 1. Apologies or Absence**  
Apologies for absence were received and accepted from Sarah Lovelock
- 2. Declarations of interest for items on the agenda and applications for dispensations**  
There were no declarations of interest.
- 3. Minutes of the meeting held 21st February 2018**  
The minutes of the meeting held on 21<sup>st</sup> February 2018 were considered and agreed. Proposed by John Henson, seconded by John Joyce, all in favour.
- 4. Matters arising**  
There were no matters arising.
- 5. Adjournment for public participation**  
There were no public comments made.
- 6. Review of Vision Statement and Objectives**  
Subject to a few minor amends, the vision statement was approved (proposed by Trevor Spruce and seconded David Hewer, all in favour) and the Objectives were approved (proposed by David Hewer and seconded by Lisa Neal, all in favour )
- 7. 'What is Evidence' presentation by Jason Parker**  
A discussion followed, with the key point being that evidence gathered should lead to policy drafting, in that order. It was suggested, and accepted by the chairman that members of the committee be tasked with specific evidence gathering exercises. Further information to be circulated to the committee as soon as possible, but certainly in time for the next meeting. Examples and data will be presented at the next meeting.

**JH/SA**

**JP**

A timeline was requested showing what needs to be completed and when – that can augment the Project Plan. This was agreed and will be drafted by John Joyce and circulated by Stephanie Ayden.

**JJ/SA**

It was felt that the September 22<sup>nd</sup> and 25<sup>th</sup> dates currently held for the public consultation event on the policies may need to be pushed back – this will be reviewed at the next committee meeting. If no space is available at the Community Centre, then the Poringland Village Hall may be a good alternative.

The Village Fete on July 14<sup>th</sup> may be a good opportunity to gather evidence from the local community, and the High School results will also be a good resource.

**SA**

It was agreed to circulate the presentation to the Committee.

**8. Community survey update**

With a return rate currently of around 11%, it was agreed to give the survey another push to raise returns. Paper surveys will begin to be keyed in as soon as possible so data can be used for evidencing policy development.

**SA**

**9. Any other Neighbourhood planning matters the committee wishes to discuss**

There were no other matters to discuss

**10. Date of next meeting:**

Wednesday 17<sup>th</sup> May 2018, 7pm, Poringland Community Centre

There being no other business, the Chairman closed the meeting at 8:40pm.

**CHAIRMAN**