

EAST MEON NEIGHBOURHOOD PLAN (EMNP)

Steering Group Meeting No.1 – 16/07/13

Attendees:

- George Bartlett – Built Development Team Lead
- Brian Biggs – EMNP Steering Group Chair and Parish Councillor
- Alan Redpath - Chairman of the Parish Council
- Joe Selby – Village Design Statement Lead and Parish Councillor
- Philippa Tyrwhitt-Drake –Vice-Chair of the Parish Council
- Chris Warren – EMNP Communications Lead and Parish Councillor

Team Lead Progress Reports

Built Development – George Bartlett

Initial meeting held with the core team members. Ad hoc support for tasks will be requested from the wider volunteer list.

List of tasks for this team has been prepared. The key initial tasks are:

- Preparing a questionnaire to get the base information on the existing housing stock and occupancy – **Action:** Prepare the questionnaire in conjunction with the 'Village Design Statement' team so there are not multiple calls on households – **G Bartlett/Joe Selby – supported by B Biggs**
- Obtain whatever useful and relevant information that is available from East Hants DC re Council Tax bands, Electoral Role, population data, etc. – **Action: Alan Redpath**
- Obtain the required Ordnance Survey electronic mapping data using the EM Parish Council's account – **Action: G Bartlett/B Biggs**

Village Design Statement Team – Joe Selby

Joe is just picking up this role and is considering who should join him on the core team and what resources are required.

The key initial task is to collate all the existing documentation on building design and other related work previously carried out.

- Obtain the design work for 'The Green' housing – **Action: P Tyrwhitt-Drake to supply**
- Review the documentation held by the Parish Clerk – **Action: J Selby/S Cowlrick**

Landscape Assessment

The designated team lead has had to withdraw due to ill health: **Action: All to consider potential candidates**

Note: This work is not so time critical in the plan, so can slip a little.

Review of Progress to the High Level Plan

As this was the initial Steering Group meeting and the plan has only just been issued it was not feasible to carry out this action.

The plan was reviewed at a high level and was approved as fit for purpose. It will be modified and updated as the project progressed.

SDNP/EHDC Communications

It was agreed that a copy of these minutes and the project plan be sent to both parties: **Action – B Biggs**

Finance and Resource Requests

The process to request the Government Funding of £7,000 is required by J Selby:
Action – B Biggs to obtain

Publicity/Communications

A short article is required for the August/September issue of Meon Matters: **Action – Chris Warren**

A website detailing the project information and communications will be required as the project progresses. The Parish Council website package allows for 5 websites. A new website will be created from one of the unused sites: **Action: C Warren supported by B Biggs**

Date of Next Meeting

17/09/13 at 4.30 pm at Glebe House

Brian Biggs

24/07/13