

SHEPTON MALLET NEIGHBOURHOOD PLANNING COMMITTEE MEETING

TO BE HELD ON 25th July 2019 at Shepton Mallet Library

MINUTES

Present: John Parham, Councillor, Cornwall County Council (Chair)
Tristan Faith, Councillor, Mendip District Councillor
Alan Marter, Resident
Abbie Chivers, Resident
Alice Archer, Business representative (Secretary)

Apologies: Robin Horton, Resident
Simon Edwards, Resident
Matthew Harrison, Councillor, Mendip District Councillor
Hayley Cullen, Resident

There being no attendee with the key to the Library the meeting was moved to a Public house in High Street.

1. Minutes of the meeting held on 20th June 2019.

These were approved.

2. Matters arising from those Minutes

- 2.1 Alice to re-circulate the minutes of previous minutes with amendments. *Completed.*
- 2.2 Alice to prepare a draft Timetable to bring to the next meeting for population by members to build on the momentum and assist with focussing efforts. *Completed.*
- 2.3 Alice to contact Traffic Advisor and ask him if he could give an estimate of cost and advising him of reports he could refer to and persons who may be able to assist with pointing him to relevant source material. AA presented this to the meeting, see below.
- 2.4 Alice to invite Traffic Adviser to a future meeting to present his brief. Alice was experiencing difficulty inviting people to meetings as, at present, she could only give them the date of the next meeting and, if they could not make that date, she would have to wait until the next meeting to find out the next date. This was delaying the overall process.

Action: *Meeting requested AA produce timetable with meeting scheduled for 3rd Thursday of every month. It was agreed not to hold a meeting in August or December owing to holidays. AA to circulate proposed dates to all members.*

Action: Hayley to collect questionnaires from Estate Agents c/fwd

Action: Alice to collect questionnaires from local Businesses. No longer required as this information was already available in other reports.

Action: Robin to report on progress of the Design Guide at the next meeting c/fwd.

Action: Wildlife corridors to be identified within the area – covered in point 6.

Action: Tristan to circulate the Green Charter to members. This was discussed, in particular whether it could be included for public consultation. It was agreed that it be referred to within the Neighbourhood Plan as 'to be adopted once it was agreed'.

Action: Alice to invite Mendip District Planning Department officer to next meeting. c/fwd

3. Set up meeting dates until early 2020 to assist with inviting speakers.

The Meeting agreed on 3rd Thursday of every month and not August or December as these were busy months.

Proposed Meeting Dates:

19th September 2019

17th October 2019

21st November 2019

16th January 2020

20th February 2020

4. Check contact details of the group

Brought forward to the next meeting.

5. Consider Quote from Transport Adviser and his draft Actions

Alice presented these, Meeting agreed with this and wanted the report to include the suggested extras of 5 - *Highway Safety* and 9 - *New developments and transport access*. It was agreed that the issue of accessibility for disabled persons should also feature in the report.

The meeting excluded the suggested extra 10 - Reducing CO2 emissions, it was felt this would be come under the Council remit and tended to be voluntary.

It was agreed that the Transport Adviser should include Phase 1 -Transport Issues Report and Phase 2 – Transport Objectives and Proposals.

Action: Justin would check the funds were available for Traffic Consultant. He agreed to get a set of accounts.

Action: John would write to Transport Adviser asking him to undertake a report on our behalf.

6. Consider protocol for draft policies (circulated 15.7.19 part of email headed 'To assist with Organisation')

This was agreed, Alice to re-circulate with these minutes.

7. Somerset Wildlife Trust – nominate someone to liaise with them to obtain pertinent information and evidence for the area.

Tristan was nominated and will liaise, the meeting asked for a map which highlighted these areas to be produced and circulated. The importance of including wildlife corridors within the neighbourhood plan was recognised and the Wildlife Trust could provide the relevant evidence required.

Action: Tristan to liaise with Somerset Wildlife Trust and ask them to provide pertinent information for the plan for submission to a subsequent

meeting. If they would like to attend a meeting Tristan to liaise with Alice.

8. Framework for each draft Policy to be discussed

The meeting went through these.

9. Populate the Timetable for draft Policies

The Meeting went through the draft timetable and made changes. Alice to incorporate these into timetable to be circulated with these minutes. Following feedback from Susan at the June meeting it was felt that further public consultation should be made to identify any other green spaces that the public may want preserved. John explained evidence would be needed and it was felt that the meeting should make efforts to undertake this.

Action: Further public consultation on green spaces needed.

Action: Alice to invite representatives of disabled groups to meeting to look at accessibility for disabled persons in the area.

10. Date of next meeting

20th September 2019