

# Compton Neighbourhood Development Plan Steering Group



## Minutes of the NDP Steering Group Meeting to discuss progress with the Draft NDP and Consultation Strategy

Held on Monday 19 October 2020 at 7:0pm via video conferencing due to Coronavirus Lockdown.

Those present : Dave Aldis (Chair), Alan Garmonsway (Deputy Chair), David Norbury, Chris Smith, Sally Duckett,

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### Apologies for Absence

Sue Garmonsway

### Draft NDP

- Final changes noted regarding the titling of the Working Groups. Amend Consultation strategy to be consistent with Draft NDP. ie 'Housing and Development', 'Community, Education, Facilities and Wellbeing'. **Action: SG to contact Aaron Smith for comment and changes.**
- Draft NDP report is to be presented for approval at an Extraordinary Parish Council Meeting on 20 October 2020. The following timetable is based on approval at that meeting but will need to be altered should there be any further information required by the Parish Council.

### Draft Consultation Strategy

- Following the Parish Council meeting on 20 October, discussions to be held with Laila Bassett at WBDC to confirm Section 14 consultation timeline. This is most likely to be 9 November to 21 December 2020.  
**Action: DA**
- It was agreed that all communications from the NDP Steering Group to residents should be based on the 2-page Executive Summary provided by the NDP advisors. **Action: NDP Steering Group.**
- The priority following approval is leaflet distribution before 9 November 2020. The whole Executive Summary to be used in the centrefold of a 4-page A5 leaflet (as per the Draft Consultation Strategy, which has been approved by Laila Bassett at WBDC). Shorter 'what to do etc' bullet points to be used on outside pages of leaflet. **Action: SD**
- Leaflet printing to be arranged in advance of 9 November 2020. **Action: SD to design leaflet and seek approval from team. SD to liaise with DN to ensure leaflets are ready for distribution on or before 9 November 2020 (700 copies).**
- Poster design to run concurrently with Leaflet production. **Action: SD to circulate poster design to NDP team. SD and DN to liaise on timing to coincide with leaflet distribution (c 10 copies).**
- A short video to be made for distribution on websites explaining the NDP consultation. A target date of after 9 November as determined by availability etc. **Action: CS to draft outline script based on Executive Summary by 29 October. CS & SD to agree appropriate timescale with a target of later in November.**
- In order to reach out to a small minority of residents who may not have internet access, request for a paper copy of the draft document can be made to the NDP Secretary and delivery will be arranged. Rupert Reid has agreed to provide initially 10 copies of this lengthy document, as it is not expected that many will require this approach. **Action: RR to produce copies by 9 November 2020.**
- Statutory Section 14 consultation requires contact with those residents and businesses who became 'consultees' during the process (excluding those who completed the initial survey in 2018). These individuals and businesses have been identified and will be sent an appropriate email once the NDP plan is available for viewing on the NDP website. **Action: SG to send appropriate emails and monitor replies.**
- Statutory Section 14 consultation requires contact with other statutory bodies, eg Neighbouring Parish

Councils etc, to ascertain their views on the Compton NDP plan. These have been identified and will be sent an appropriate email once the NDP plan is available for viewing on the NDP website. **Action: SG to send appropriate emails and monitor replies.**

- For those who wish to submit their comments in writing, the Village Shop has kindly agreed to locate a box in the shop to collect written replies. This will be subject to Covid procedures and is at the total discretion of the shop as to how this is managed. **Action: DA to liaise with Village Shop.**
- Once replies have been received, and towards the end of the consultation period, the NDP Steering Group and advisors will review comments and decide what changes need to be made to the Compton NDP Report. **Action: SG to organise.**
- A 'Whole Village' Zoom meeting is being considered in the absence of being able to hold a Face-to-Face Village meeting. The absence of a live village meeting is not seen as a big issue by WBDC and advisors because of these Covid times, and also because they are impressed with the level of consultation that has already taken place. A suitable approach will be agreed by the NDP Steering Group as the consultation period progresses. **Action: DA/NDP Steering Group.**

**Date & time of next meeting – To Be Agreed and via Zoom. Actions above to be monitored by email.**