

## Little Compton Parish Plan

### Steering Group Meeting: 6.30pm Tuesday 3<sup>rd</sup> September in the Village Hall

Sue Morgan – Chair  
Stephen Browne  
Lin Dean-Smith  
Mick Gittins  
Hilary McDonald  
Jeremy Evans  
Grant McKerron

Apologies: Jenny Rudge, Shaun Barrington

#### Discussion / Actions

- 1 Notes of the last meeting (previously circulated)**  
Agreed. Action re access to website to be followed up by Shaun. **Shaun**
  
- 2 Confirm terms of reference**  
Jenny had emailed with a concern about the wording as it related to the relationship between the steering group and the parish council. Jeremy raised the same point. (Post meeting note – Jenny sent a proposed revision to the wording, and the terms of reference have been amended and circulated).
  
- 3 Funding**  
As agreed, Sue had emailed Jenny in her role as Chair of the Parish Council to request agreement in principle to fund the development and production of the Parish Plan. The response is attached to these notes. Agreed that, as treasurer and a member of the Parish Council, Stephen would follow this up. **Stephen / Jenny**
  
- 4 Update from fete**  
Some additional comments received at the fete – these will be added onto the list to date.  
Noted that there was a further comment specifically about the hedge on Grant's property. As he has plans in place to deal with this, Grant asked whether there was any way of making people aware.
  
- 5 Draft questionnaire**  
Discussion about the format and themes for the questionnaire. Sue to circulate draft format adapted from Down Ampney. **Sue**

Themes divided as follows:

Environment – Jeremy and Grant

Technology – Hilary

Housing / development – Mick

Community / Social – Lynn and Sue  
Relationship with business school - Stephen

All to work on and circulate draft suggestions a week before the next meeting.

**All**

Agreed that we would like to include a section(s) for children / young people. Grant would ask his daughter to think about what questions could be included.

**Grant**

Agreed it was better to put everything in at this stage and edit back.

**6 Date of next meeting**

**Wednesday 18<sup>th</sup> September at 6.30pm in the Village Hall**

## Funding

Dear Sue

Thank you for this information. I will include your request for funding for the production of the Parish Plan on the Agenda for the September Parish Council Meeting (16th) for approval - I understand, at this stage, you are requesting the funding in principle, rather than specific amounts. For full approval we will need to know more definite figures - or, at least, the maximum it is likely to be. I am advised that the funding can be made under Section 137 of the Local Authority Act 1972 ' A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants'.

With Council approval, I foresee that the amounts you mention here would be available during the current financial year. I suspect that the expensive part of the Parish Plan project could be the printing of the final plan and this amount should go into our budget - budgets are set in January (i.e. in January 2014 for the financial year 2014/15 etc.).

As you say, we are spending public money and are accountable - both the Parish Council and the Steering Committee for the Parish Plan - so very important that proper accounts are kept which could be available for public scrutiny.

The Parish Council normally meets on the third Monday of alternate months - so we need any requests for approval of expenditure about a week before any meeting so that it can be included on the Agenda.

Can I send my apologies for not attending the next Steering Committee Meeting on 3rd September as I will still be on holiday, but do contact me if you require any further information.

Kind regards  
Jenny

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IFrom: [suemorgan1960@btinternet.com](mailto:suemorgan1960@btinternet.com)  
To: [jenniferrudge@live.com](mailto:jenniferrudge@live.com)  
CC: [stephen.browne@brookfieldmultiplex.com](mailto:stephen.browne@brookfieldmultiplex.com); [sarahbt@wrccrural.org.uk](mailto:sarahbt@wrccrural.org.uk)  
Subject: Parish Plan - Potential Funding from Parish Council  
Date: Sun, 11 Aug 2013 08:51:56 +0100

Dear Jenny

Further to our discussion at the last Parish Plan Steering Group meeting I am writing to you in your capacity as Chair of the Parish Council to ask that consideration be given to the Parish Council funding the production of the Parish Plan. As you and Stephen are both members of the Steering Group, you are aware of the progress made to date and that we have so far managed by calling on the goodwill of members of the group. As discussed I envisage that in the short term, we will need funding for:

- 1) Production / printing of questionnaires - estimate 10p per sheet, say £1 per questionnaire would work out at about £200
- 2) Analysis of questionnaires – if we are not able to do this within the group I believe there is a service within SDC at a charge of circa £1 per questionnaire so we would again need to allow about £200

You asked whether a grant could be requested from WRCC, but we were advised at our first Steering Group meeting that WRCC would not be able to provide funding.

The Steering Group members understand that the Parish Council would require quotations and full documentation for any expenditure, but at this stage we are seeking approval for the principle rather than a specific sum of money.

I look forward to receiving your response and have copied in Stephen as Treasurer for the Steering Group.

Best wishes

Sue