

Neighbourhood Planning Steering Group

Notes from the meeting held on Thursday 4th February 2016

At 7.30pm

In attendance

Leonora Mason, Jo Watkins, Neil Heard, Cllr Pauline Hume, Carol Hackett and Geoff Watkins (observing)

Notes

As this was the first meeting of the Steering Group there was no formal agenda to follow. Members of the Steering Group discussed various aspects of the Neighbourhood Planning process, and spent the remainder of the meeting considering the draft questionnaire provided by the Parish Council Chairman. This questionnaire had been first issued in 2003, and it was anticipated that it would require very little amendment before use as the first Neighbourhood Plan community engagement exercise.

Initial suggestions regarding the questionnaire included:

- Notice to be placed in the next edition of the magazine – to include – Raising awareness about the Neighbourhood Plan / Highlighting the questionnaire – its importance – opportunity for community to ‘have their say’ / Providing details of when the questionnaire would be delivered to households (beginning of May) – return within 2 weeks / Opportunity to be entered into draw if questionnaire returned (section at end of questionnaire inviting respondent to provide their ‘phone number’ if they would like to be entered into the draw – it was felt that this would help retain anonymity) / Invitation to join the Steering Group and become more involved in the Neighbourhood Plan
- Possible drop-off points for questionnaires – BP Garage (would need permission of Garage Manager) and Village Hall
- Possible use of ‘Business reply envelopes’ for return of questionnaires
- Possible house-to-house visits to collect questionnaires

The question of Chairmanship for the Steering Group was also discussed; however, there was some reluctance from members to take on this role. It was felt that the meeting had been effective without the need for a Chairman, and it was important for all members to take on equal responsibilities. With this in mind, it was therefore agreed that for the time being, all members would act as a point of contact, with Pauline Hume (Parish Councillor) acting as the liaison with the Parish Council.

Actions agreed by Members before next meeting

Leonora Mason:

- To prepare notice for the next edition of the magazine
- Carry out some research on ‘Zoopla’ web site

Pauline Hume:

- To investigate the cost of ‘business reply envelopes’
- Ask Parish Council if a sum of money could be used from the allocated budget to purchase a prize for a ‘draw’ to encourage the return of questionnaires (£15 was suggested)
- Discuss with Parish Council the possibility of putting the questionnaire on-line, and advertising it on the village web site

Carol Hackett:

- To write up notes from the meeting
- Circulate copies of the draft questionnaire to members annotated with amendments already discussed

All members:

- Review the amended draft questionnaire when received, to determine if any further amendments might be appropriate
- Consider ideas for possible 'slogan / strap-line' to encourage community interest in the Neighbourhood Plan

Date of next meeting

Thursday 25th of February, at 7.00pm (at the home of Leonora Mason)

Close of meeting

Meeting finished at 9.10pm