

Neighbourhood Plan Steering Group Meeting 14

Village Hall, Norley Road, Cuddington

Wednesday 11th May 2016 at 7.30pm

Present

Tim Vincent, Mike Jeal, Hilary Knowles, David Jackson, Colin Coles, Val Godfrey

Eileen Kerrigan, John Kerrigan

Apologies: Juliette McDonald, Kate Johnston, Alan Latham

Notes of the Meeting:

The Meeting opened at 7.30pm

65 Review of minutes and approval

The notes from the previous meeting no 12 were approved. Meeting 13 had been held to prepare for the Roadshows and to sign off on the Housing Needs Survey. In addition the banner and poster campaign was agreed. These pieces of work form the minutes of that meeting.

66 Housing Needs Survey Progress

Approximately 570 responses were on the database at the time of the meeting with less than 150 having been entered directly on-line by the residents. The team were working their way through the paper responses. After some discussion it was agreed that we could handle the data input without asking for additional resource from volunteers.

The Surveymonkey system had worked well and the team complimented Colin on a good piece of work.

67 Road Shows

In all, eight Roadshows had been held over a two week period during April to coincide with the period that the Housing Needs Survey was being carried out. Overall 102 residents had registered their attendance. Comments on Post-its had been collated and are with these minutes. It was noted that a number of issues had been raised in the discussions that had not been put onto Post-its. After some discussion it was agreed that, where members of the team had such comments to record, they would be added to the list but under the heading " Residents' Verbal Comments at the Roadshows". David undertook to start the process off and to circulate his recollections to the team for their additional input.

A few residents attending the Roadshows had offered to help in future activities and they had left their details.

68 Communications

Review of Communications Actions

Banners had been purchased and erected at key areas of the village, 2 each in Sandiway and Cuddington and one in Delamere Park. A series of posters had been placed in shops and on noticeboards to advertise the Roadshows. The information had been circulated to every home via a Round Tower special edition which was delivered in the first week of April.

All village organisations were contacted via email inviting them to notify their members about the

Roadshows.

Collection boxes had been placed in 11 locations around the village for residents to return their completed Housing Needs Surveys. A poster was placed in shops and on noticeboards to announce the final week of the Housing Needs Survey. This information was posted on the village website and also via the Neighbourhood Plan Facebook page and Twitter account.

All village organisations were contacted via email inviting them to prompt their members to complete the Housing Needs Survey.

Planning for the Next Communications Process

It was agreed that the NP project will now be putting some information into the Round Tower newsletter every month. The message for June was discussed along the lines of message thanking all the volunteers who delivered the Round Tower special edition and then the Housing Needs survey, and to those who completed the survey.

It was agreed that there was little to say in terms of feedback at the moment and that would be held over for the June Gala event where we would have a stall.

The Communications Team agreed to meet to draft the RT input, and to consider options for the Gala event.

69 Finance

Juliette had emailed to say that the grant was now confirmed at £4348 for next 6 month period. The Chairman undertook to get an update on expenditure which had been approved and paid by the Parish Clerk.

70 Consultant Support

The Chairman began by explaining why in his view it would be useful to have some form of consultant support. This was based on the fact that we needed to produce a number of reports of evidence gathering which would be used in our submission for examination. It was important that we did not miss a significant piece of evidence gathering and, that what we did produce, was presented in the most cogent way.

Although discussions with other NP groups was very mixed regarding the use of consultants in terms of value for money and work done, it was nevertheless worth investigating the possible benefits of having a consultant alongside to “look over our shoulders” if nothing else.

Kate had made a recommendation, which the Chairman had followed up, and the team asked him to find others. Tim and Val had some suggestions and offered to send information for John to pursue.

A draft remit had been put together and the team asked for time to review this before agreeing it at the next meeting. It was pointed out that we should indicate our budget size so that the consultants could bid sensibly.

It was agreed that the selection process should be in the form of presentations to the Steering Group.

71 Review of any agreed actions

The actions agreed in the meeting were reviewed.

The meeting closed at 8.45 pm

The next meeting will be on Wednesday 25th May at 7.30pm.

Summary of Actions

Action	By whom	Due Date
Sign Off NPSG Constitution	All	Ongoing
Progress the Grant application to ensure funding from beginning of April	Juliette / Julie	Complete
Forward suggested names of possible contacts in the local business community. After the initial policy ideas have been formulated.	All	Ongoing
Load up Survey Monkey on receipt of the final draft	Colin	Complete
Contact the graphics designer/ printer to confirm the feasibility of achieving our target of delivery of the HNS on the weekend of 16 th /17 th April.	John	Complete
Organise a distribution team for the HNS	John & Eileen	Complete
Produce banners and posters for the Roadshows and the HNS	Eileen	Complete
Produce a chart showing availability for the Roadshows	Eileen	Complete
Provide the schools with Risk Assessments for the Roadshows.	Eileen	Complete
Contacted village groups via email to advise them of the forthcoming Roadshows.	John & Eileen	Complete
Provide 12 off A3 maps and 2 off A0 maps for the Roadshows	David	Complete
Complete SurveyMonkey data entry	All	End May
Complete the list of Verbal inputs at Roadshows.	David	asap
Produce RT Input for June edition	Comms Team	15 th May
Plan Village Gala stall content design	Comms Team & All	End May
Obtain financial update from the Clerk to PC	John	asap
Provide details to John of possible consultants	Tim & Val	asap
Contact consultants with a view to planning a selection process	John	25 th May