

## **Neighbourhood Plan Steering Group Meeting 15**

**Village Hall, Norley Road, Cuddington**

**Wednesday 25<sup>th</sup> May 2016 at 7.30pm**

### **Present**

Tim Vincent, Alan Latham, Hilary Knowles, David Jackson, Colin Coles, Val Godfrey, Kate Johnston  
Eileen Kerrigan, John Kerrigan

**Apologies:** Juliette McDonald, Mike Jeal

### **Notes of the Meeting:**

The Meeting opened at 7.30pm

#### **72 Review of minutes and approval**

The notes from the previous meeting were approved.

#### **73 Housing Needs Survey Progress**

745 responses were on the database with 577 entered manually by the team, with a few left to enter. 2468 surveys had been delivered and so the response rate was 30.2 %. After some discussion it was agreed that the Survey would be left open, for on-line responses by residents, for a few more days. Kate undertook to put a message on Facebook to encourage a few more responses from people who had written responses but had forgotten to drop them off. The boxes had all been collected.

Entry of the data by the team had been very speedy and an excellent effort.

The chairman noted that Mike had done some initial data analysis, and in his absence, he would circulate it to the team.

Colin asked that some requests for download of data should be made so that the right sort of download could be made. The chairman undertook to give this some thought in the first instance and get back to him.

#### **74 Character Assessment**

The team had looked at the video and read the report by Planning Aid England. It was felt that this was a process we could easily carry out and which could be used to extend the reach of the NP into the community. Tim asked for clarity on the objective of the Assessment. This was discussed and it was agreed that some of the recent developments were not sensitive to the visual impact they made on the area. Kate commented that the current trend was for these to be seen as part of any NP evidence gathering. She had recently completed work on this topic and would share what she could with the team.

It was agreed to carry out a draft mapping of the Parish at the next Steering Group meeting. Alan volunteered to prepare for that session. Tim, Kate and Hilary will also work with him on this. The idea is that we would share our initial thoughts with the public at the forthcoming Gala Day, and also, at Tim's suggestion, possibly use the forthcoming EU referendum as an opportunity to engage with the public at the polling stations, where we may recruit volunteers to carry out the assessment over the summer period.

## **75 Vision Strategy and Objectives**

The chairman said that he felt we should be starting to look at developing a Vision etc for the project to share with the community before the summer recess. After a lengthy discussion, covering the need not to over-saturate the residents with more surveys etc, it was agreed that we would use the next Steering Group meeting to brainstorm and to develop some ideas.

## **76 Communications**

The Comms team had written an input for the June RT and would prepare one for the July RT in due course.

The Comms Team will meet to detail the design of content for Gala Day. This will include preliminary findings from the Housing Needs Survey as well as the outcomes of our planning for the Character Assessment exercise.

The NP banners had been taken down for now, and thank you messages would be sent out to the relevant organisation/residents who had allowed the banners to be erected.

The availability of the village website was discussed. There were changes being planned, which may prevent NP information being displayed at present. Eileen undertook to keep the situation under review.

## **77 Finance**

A financial update had been circulated with the agenda.

## **78 Consultant Support**

In response to a query, John explained why, in his view it would be useful to have some form of consultant support. It was important that we make the best use of any piece of evidence gathering and, that any reports are presented in the most effective way.

Two consultants had been contacted and it was agreed that they would be invited to come and present to us. John said he would send them the remit to work with.

It was agreed that the selection process should be in the form of presentations to the Steering Group probably on **Wednesday 1<sup>st</sup> June**. To be confirmed.

## **79 Review of any agreed actions**

The actions agreed in the meeting were briefly reviewed.

**The meeting closed at 8.45 pm**

**The next Steering Group meeting will be on Wednesday 8<sup>th</sup> June at 7.30pm.**

**For the Diary the next 4 meetings are provisionally scheduled for:**

**8<sup>th</sup> and 22<sup>nd</sup> June**

**6<sup>th</sup> and 20<sup>th</sup> July**

### Summary of Actions

| Action   | By whom                 | Due Date              |
|--|-------------------------|-----------------------|
| Sign Off NPSG Constitution   | All                     | Ongoing               |
| Forward suggested names of possible contacts in the local business community. After the initial policy ideas have been formulated. | All                     | Ongoing               |
| 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              | complete              |
| Plan Village Gala stall content design and July RT input   | Comms Team              | 11 <sup>th</sup> June |
| Obtain financial update from the Clerk to PC   | John                    | complete              |
| Provide details to John of possible consultants  | Tim & Val               | complete              |
| Contact consultants with a view to planning a selection process  | John                    | 1st June              |
| Communicate on Facebook re opportunity to complete HNS on line   | Kate                    | asap                  |
| Circulate MJ initial analysis to team  | John                    | asap                  |
| Liaise with Colin re-data downloads  | John                    | asap                  |
| Prepare a session on mapping for the Character Assessment  | Alan, Tim, Hilary, Kate | 8 <sup>th</sup> June  |
| Prepare a brainstorming session on Vision, Strategy & Objectives   | John                    | 8 <sup>th</sup> June  |
| Check availability of Village Hall meeting room  | Tim                     | asap                  |