

NEIGHBOURHOOD PLAN WORKING PARTY

Note of meeting held on Tuesday 29 August 2017

Present: Charles Oxley, Violet Highton, Janet Trewin, Councillor Mary Dowson, Trish Mallet, Councillor Don Crossman, Robert St John Cooper and Councillor Mary Manning

Unable to attend: Councillor Karen Hobley.

Welcome

Charles welcomed everyone to the meeting and thanked them for all the hard work in delivering the survey forms around the village

Survey Forms

The distribution of the survey forms was now complete and most paper copies had been returned. There were a few more to collect from residents who had been on holiday. It was expected that the process would close in a week or two. Working party members reported that they had received a positive response from residents when delivering the forms.

The on-line version of the survey will close shortly.

The Neighbourhood Plan website and Facebook pages were being used though some members of the working party had found it difficult to locate the site via a search engine.

Distribution sheets

Distribution sheets (which link reference numbers to households) were collected and handed to Violet who will keep them securely until the end of the project when they will be destroyed to protect the anonymity of the respondents.

Members reported that all paper responses had been returned in sealed envelopes provided for the purpose: no-one involved with the distribution process had seen any of the responses thus preserving anonymity.

Data entry – the next stage

It was noted that the working party would now take a short break before starting on the next task of data entry. This would start at the end of September with a full data analysis in October. The task of entering data from the paper surveys on Survey Monkey would be shared amongst team members. It was reiterated that, since none of the team members entering data will know from whom it originated, anonymity will be protected.

Correspondence

The Working Party had received correspondence from Councillor Andrew Bingham and from Mr Charles Stimpson expressing concerns about the project. These were noted. Charles Oxley had already replied to AB. The email from CS had been addressed to the Parish Council Clerk so Charles Oxley suggested the response could be made at the next Parish Council meeting.

Members noted that work was well advanced on producing a list of stakeholders who would be consulted once the data from the village residents' survey had been analysed.

Members agreed that list should be as inclusive as possible to ensure that different sectors of the community, e.g. families with young children, teenagers, were consulted.

Appointment of Consultants

It was agreed that, once the data analysis was underway, the Working Group should engage the services of a professional town planning consultant to assist with the further development of the project, and eventually to take on the task of writing it up. Members noted that additional funding would be sought to pay for this consultant and for other experts who would be invited to lead on specific topics such as transport, housing and development, environment, conservation and landscape assessment.

Expenditure to date

Noted that the following costs had been met from project funds:

Survey Monkey Licence:	£408
Printing of Survey Forms:	£453.60
Photocopying:	£ 4.40
Development of website:	£450

Date of next meeting

A date for a meeting at the end of September will be circulated.