

## **NOTE OF NEIGHBOURHOOD PLAN WORKING PARTY MEETING**

Tuesday 6 February 2018 at Thatched Cottage

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**Present:** Charles Oxley, Violet Highton, Trish Mallett, Janet Trewin, Mary Dowson, Mary Manning, Mandy Hartley and Richard Hoggett.

**Unable to attend:** Don Crossman and Robert St John Cooper

### **Review of meeting held on 16 January 2018**

Mary M reported that the grant from Locality had been paid into the Parish Council bank account and was now available for working party expenses. Clare Wright's contact details had been circulated and Clare had been in touch with individual focus group leaders regarding their project. Clare had also provided guidelines for the running of the focus groups and these, with some amendments, had been circulated.

Charles had been in contact with County Councillor Steve Askew regarding traffic concerns and would report back at a future meeting.

Charles reminded everyone that the purpose of each focus group was to collect data (evidence, opinion, ideas) that could feed either into the Neighbourhood Plan or into a village 'wish list'. A key ambition for the Plan was that it would be an inclusive, village-owned document.

### **Communication and Mailing Policy**

It was recognised that communication, in whatever form, was fundamental to the success of the project and it was agreed that a review should be undertaken of the Working Party's communications policy and strategy. The question was too complex to be accommodated in the current meeting and it would be the subject of a one-off discussion.

**Action: Charles and Mary M**

### **Focus Group on Families and Younger People: Mandy Hartley**

Mandy reported on her plans for this meeting, likely to take place after school half-term. It would be important to ensure there were activities to entertain small children leaving their parents free to participate in discussion. Mandy was happy with the suggested format from Clare (previously circulated) and would be preparing a poster shortly.

The meeting discussed how best to absorb older children into this focus group. If older children (12-15 year olds) were not represented we would have to think of a separate way of involving them.

### **Focus Group for not for profit Village organisations: Mary Dowson**

Mary D had prepared a list of potential participants and drafted a letter of invitation to each organisation. Trish would be helping with this focus group. Two additional village activities were suggested: the Community Car Scheme and the 100 Club.

The large meeting room at the Village Hall had been booked for Monday 5 March.

### **Focus Group on Faith and Church Estate: Susie Hilton-Jowett**

Charles confirmed that Susie Hilton-Jowett had agreed to lead this focus group and plans were well underway. The meeting would take place at St Martin's on Monday 26 February. A poster had been prepared. It was essential that a representative of the Parish Council should attend this meeting given the PC's responsibilities for the maintenance of the churchyard and cemetery.

### **Heritage and Landscape: Richard Hoggett**

Richard reported that his first tasks would concern research, characterisation and mapping. In order to make progress it was essential that he could make use of the Parish Council's account for the Ordnance Survey Public Sector Mapping Agreement.

**Action:** Mary D offered to contact the Parish Clerk for information.

### **Focus on Business**

Janet had written an article for Parish News which was now published. It invited anyone involved with a business at home in the village or around the village to make themselves known and share their ideas, concerns and future plans. Respondents were invited to use the website email address. Violet had also prepared a list of the village businesses that were already known to the working party. It was hoped to arrange a meeting for this group after Easter; Janet would seek assistance from Robert St John Cooper.

**Action: Janet**

### **Cross-cutting themes**

Topics such as communications, increased numbers of visitors, traffic and housing questions were all of relevance to the focus groups listed above and it was agreed that these topics should be included for discussion when appropriate.

### **Expenses**

Mary M reminded the members that invoices for room hire would be paid from the funds held by the Parish Council. When using the Village Hall please ensure that the booking is in the name of the Neighbourhood Plan group and the invoice will then be sent direct to the Parish Clerk for payment.

Other payments for sundries such as printing and (modest) catering costs will be covered and receipts should be presented to Mary M.

### **Village Public Meeting**

It was agreed that this would go ahead in late April. Mary M would find a date and book the hall. [See below].

**Action: Mary M**

### **Next meeting**

The date for the next meeting will be circulated in due course and is likely to be about 10 days before the village meeting.

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MEM 7.02.18

### **FOCUS GROUPS DIARY**

Monday 26 February: Faith and Church Estate

Monday 5 March: Village Organisations

Saturday 28 April: Village meeting tbc