Minutes of Neighbourhood Plan Steering Group 17/01/23

Present:- David Nicholson( consultant); Councillor Frank Chapman Chair);

Councillor Adrian Symonds; Councillor Charles Hamer; and residents Mrs. Samantha Fenn;Ms. Caroline Wright; Mr peter Van Tongren; and Mr dan Griffiths.

1, FC said that he would act as Chairman for the time being since the he had been given responsibility to set up thee Steering group by the Parish Council but that at a later date it might be appropriate for someone else to take over.

2.It was noted that the group represented the “old “ village and that efforts to recruit others from the “new “ village would be useful. FC read out a brief statement he had prepared and it was decided that the statement would be placed on the “Nextdoor” website by AS and sent to the parish magazine editor by FC with a view to recruiting more widely.

3.DN then outlined what steps needed to be undertaken by the group and set out a timescale. He produced and spoke to a document called “Evidence based” identifying sources of material needed to create an NP. Many of these already exist in other Government sources e.g. the latest census figures which he will gather. Another important source document will be the residents survey/ questionnaire and he produced a draft of what such a document might look like.

4.It was agreed that DN should work up the questionnaire for approval by the group and that the group hope to be able to adopt the draft by using Emails rather than a new meeting. It was suggested and agreed that the survey should be available online as well as on paper. It was also agreed Survey Monkey would be able and willing to put the survey into a form so that it can be downloaded from the Parish Website. CW and SF agreed to explore this.

5. It was noted that some people do not use the internet and so a paper format would also be necessary and that some communication would be necessary to alert everyone that a survey was taking place; so it was agreed that a letter would be sent to all residents together with a paper copy of the survey for those who prefer the paper version to use. DN produced a draft letter for approval by the group.

6. In the past the PC has arranged for hand delivery of Flyers but this has not been completely comprehensive or reliable. DG suggested the use of a mail drop and FC agreed to explore the cost of doing so.

Next Steps

1. agree a residents letter
2. Agree the questionnaire
3. Get info about Survey Monkey
4. Get info about mail Drop
5. Set timescale for delivery of letters and survey
6. Set timescale and means of returning completed surveys
7. Set up meetings /groups to collate the replies
8. Send results to DN