



Minutes of the Meeting held on 1st April 2019

Present: S Slater (Chair), J Thorogood (Vice Chair), D Copperwheat, P Oakland,
D Morris, D Smedley, V Firth (Minutes)

1. **Apologies:** John Piddington, Paul Sutton
2. **Minutes of 4th March 2019;** Accepted as a true record
3. **Outstanding Actions;**
 - a. **Item 4a - Distribution of results of open house meeting**

All leaflets have been distributed
 - b. **Item 4b – Communication Plan/awareness raising**

Awareness:
Philip Oakland spoke to the Village Lunch group on 12th March, feedback was positive.
David Morris has instigated debates within both Junior and Senior Crew groups. Members have decided to create a village model and will provide ideas on how to engage other younger age groups within the village.
 - c. **Item 4d – Contact email update**

No emails have been received to the dedicated address.
 - d. **Item 4e - Gantt time lines for project**

To be carried forward.
 - e. **Item 2b – Use of consultant – quotation/PC funding regulations**

The Parish Council have confirmed that three quotes are not required to hire planning consultants. The Steering Group agreed to engage Sally Chapman.
Action: Steve Slater to speak to Sally about attending the meeting on 3rd June
Action: Tors Firth to record the quote and confirm with the Parish Council that funding will be covered until a grant has been received.
 - f. **Item 2c – Grant procedure**

Sally's quote will provide the information required to complete the grant application. **Action:** David Smedley will complete the grant application with assistance offered by Philip Oakland if required.
4. **First Draft Questionnaire;**

Paul Sutton has provided an initial draft to which John Thorogood has provided suggested amendments. The steering group have not seen John's efforts at this point but agreed that the following should be applied;

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- a. Questions must be open to lead villagers into providing opinions rather than yes or no answers.
- b. The questions must be guided by the feedback received to date, from the open house meeting.
- c. Questions must mainly target land usage issues, development style and affordability, in order to be relevant to the creation of a plan.
- d. Infrastructure questions should be employed to provide evidence to support land usage content.

Action: John Thorogood will amend his questionnaire suggestion in line with these rules and then circulate to all steering group members for feedback before 8th April.

Action: Steering Group to provide constructive feedback on the proposed questionnaire by 15th April.

Action: John Thorogood and Philip Oakland will incorporate the feedback to further draft develop the questionnaire for circulation to the Steering Group prior to the next meeting on 29th April.

It was agreed that a target of mid June would be set for distribution of the questionnaire, in order that responses can be received prior to the summer holiday season.

Sally Chapman will be asked to advise the Steering Group on the final questionnaire document and on analysis of the results.

It was also agreed that when the questionnaire is circulated, it must engage land owners and businesses within and on the perimeter of the village.

5. **Next Steps/Actions for the month;**

To have a version of the questionnaire available for discussion at the next meeting which includes feedback from all Steering Group members, and which follows the rules set out above.

6. **Any Other Business;**

David Morris proposed bringing Nicholas Fenwick who will be moving into the village, to the next meeting as a guest. Nicholas has relevant experience and could provide valuable free advice. This proposal was agreed by the Steering Group.

7. **Next Meetings;**

Monday 29th April, and Monday 3rd June

The meeting closed at 20:49
