



Minutes of the Meeting held on 5th August 2019

Present: S Slater (Chair), J Thorogood (Vice Chair), D Copperwheat, P Oakland,
J Piddington and D Morris

1. **Apologies:** V Firth, P Sutton & D Smedley

2. **Minutes of the meeting on 3rd June 2019;** No outstanding actions.

(From the interim meeting in July, Steve was to contact the Consultant with an update on progress. Still outstanding – see Item 5.)

3. **Confirmation of grant**

This is now approved and the funds will be available shortly.

4. **Status of Questionnaire returns and uploading – any issues/problems**

It was generally agreed that the response rate had been excellent, although, again, the number of returns from younger residents appeared to be low.

Action: Steering Group to discuss this aspect of the findings with the Consultant

The chaser leaflet has been printed and circulated to most of the village. The leaflet gives those residents who haven't completed a questionnaire until the end of August to do so – via the Post Box or online.

Action: David C and Steve to complete delivery of leaflets to Green End.

Some 250 questionnaires have now been uploaded to Survey Monkey. Some returns from Green End, Hogshaw Road, Hollow Hill End and Marks Orchard remain to be uploaded.

Action: Complete the uploading. Philip offered to assist with this if necessary. Target for completion is 16th August, albeit there may be additional returns after this.

John T has produced some example charts showing the outputs to date. He has also copied some of the questionnaire text comments onto a single document.

Action: John T will re-issue the charts and texts after the end of August, when the survey is closed, in time for us all to review the results before the next meeting.

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It was agreed to postpone the September meeting until later in the month because of holidays and to give enough time to absorb the findings of the survey.

5. Next steps/involvement of Consultant

We will discuss the findings and immediate actions at the September meeting. We will need to agree how the data is presented, both for inputting into the Plan and for communication to the Village residents. It was noted that many comments, whilst mostly covering important issues, were not NP related. We must ensure that this is made clear when communicating the results - and state how they will be handled.

Action: David M to obtain a digital projector and screen for setting up at the September meeting to facilitate the discussions.

Action: All to review the questionnaire outputs prior to the meeting.

It was agreed that we do not need to have the Consultant attend the September meeting, but that we should ask her to 'pencil in' attendance in October.

Action: Steve to ask the Consultant to put the October meeting in her diary.

Action: Steve to send the results of the survey to the Consultant in draft form as soon as we have them.

6. September seminar on affordable housing within the Neighbourhood Plan

We have been invited to join a web-based national seminar to be held on 23rd September 2019 organised by Locality. It is entitled 'How to use neighbourhood planning to bring forward affordable housing for sale'.

Action: It was agreed to hold this item over for discussion at the next meeting.

7. Next Full Meeting; Thursday 12th September at 19:30pm in the Village Hall.

The meeting closed at 20:45