

Neighbourhood Development Plan (NDP) Steering Group

MINUTES

Monday 26 August 2019

- 18. Attendance:** Cllr Addison (KA), Ivan Royle (IR), Janet Pettitt (JP), Jon Cotterell (JC), Karin Blandford (KB), Sally Courcox (SC), Claudia Peace (CP)
- 19. Public Attendance:** The Parish Clerk (Gail Foster) was not joined by members of the public.
- 20. Welcome and introduction:**
- 20.1. KA welcomed those present and thanked everyone for giving up their evening on a Bank Holiday.
- 21. Apologies for absence:**
- 21.1. Viv Blandford had sent his apologies.
- 22. Points from the floor:**
- 22.1. None raised.
- 23. Declarations of Interests:**
- 23.1.** No changes were declared.
- 24. To approve the minutes of the last meeting:**
- 24.1. Proposed KA and seconded JP that the minutes be accepted.
- 25. To review outstanding items from the action list from the prior month:**
- 25.1. Members were asked to give summaries of their actions in turn.
- 25.2. **JP** had asked via the village pump email if there were any volunteers to help deliver and collect the questionnaires. 26 people had replied. A resident had offered to help plan the delivery route. TVBC would be contacted to obtain a list of addresses for the Parish. JP asked if any thought had been given to the collection of questionnaires. It was felt that calling to collect the papers would not be advisable and that plastic boxes might be left in several places around the village for residents to leave the completed forms.
- 25.3. The Primary School and Pinchbecks Garage would be approached to see if they would mind having the boxes for a short period. **Action: JP.**
- 25.4. **KA** had reviewed the Community Communication & Engagement strategy and asked Cllr Souter for his comments. Viv Blandford had been approached and had kindly agreed to assist with project managing the NDP.
- 25.5. CP had added notes from the 11th July meeting to the dropbox folder and had circulated the definition of a "Green Space". This would be added to the Questionnaire. **Action: Clerk**
- 25.6. It was questioned if the Airfield could be cited as a Green Space. Sarah Hughes at TVBC would be asked. **Action: Clerk**
- 25.7. Cllr Souter had made amendments to the Steering Group Constitution and it had been published on the website.
- 25.8. The Clerk had circulated the first draft of the questionnaire and had arranged a meeting with Sarah Hughes to receive her comments. The process of applying for a grant from TVBC had been started.
- 26. Review of Stakeholders:** IR had compiled and circulated a list of business stakeholders prior to the meeting.
- 26.1. Members discussed the business stakeholders and amendments were suggested. The list would be revised. **Action: IR.**

- 26.2. A governing document would be drawn up detailing all types of Stakeholders and how the Steering Group would communicate with each group. **Action: IR.**
- 26.3. A generic letter would be drafted that could be used for multiple types of stakeholder. **Action: KA.**
- 26.4. Discussion relating to the communication process would be added to the September agenda. **Action: Clerk.**

- 27. To receive a copy of the updated Questionnaire wording and decide on action to be taken.**
- 27.1. Some responses had been received and required input from members. Amendments would be made as soon as possible and discussed with TVBC before further distribution. **Action: Clerk.**
- 27.2. It was noted that the format of the questionnaire required some improvement to make it more legible. This would be attempted. **Action: JC.**
- 27.3. The working groups had considered whether the questionnaire should be used to find out if conservation of the Five Bells Public House was an important issue for the village. It was felt that as a Grade II listed Building it should be included as a site of importance in the questionnaire.
- 27.4. It was felt that it would be helpful to arrange for residents to be able to view maps of the Parish before the questionnaire was delivered. TVBC would be asked to provide some for the Village Rounders event on 15th September. **Action: KA/Clerk.**

- 28. To receive reports from the Working Groups:**
- 28.1. No further reporting was required.

- 29. To hear about grant applications for NDP Funding:**
- 29.1. The Clerk had begun the process for applying to TVBC for a grant. This would be progressed. **Action: Clerk**
- 30. Any other business:**
- 30.1. It was asked if the NDP would be publicized via Social Media. It was agreed that this would be desirable and that a resident would be asked if they could help. **Action: KA.**
- 30.2. The consultant offering to help with the NDP would be asked to attend the next meeting. **Action: KA.**
- 31. Date of next monthly meeting: Monday 23rd September 2019 at 7.00pm in the Village Hall.**

Signed as a true and accurate record of the meeting

by Chairman

Date