

Wellow Neighbourhood Plan

Wellow Neighbourhood Plan Steering Committee meeting

Date: 15th October 2018 Venue: Wellow Village Hall Time: 7:30pm

Author: Kathy Taylor

MINUTES

Present (chair first):

Trevor Grant; Mike Freeman; David Mallinson; Les Rackham; Kathy Taylor; Carl Donnelly; Richard Amey; John Sampson; Thelma Freeman; Ivor Binns.

Apologies:

Peter Higgs.

Declarations of Interest:

None

Public Participation:

Working Group Members and public were encouraged to join in discussions throughout the meeting.

Next Meeting:

Date: 19th November Venue: Wellow village Hall Time: 7:30pm

Agenda:

As Published.

Approval and adoption of the minutes of last meeting.

Minutes Accepted.

Matters arising from the minutes of the last meeting.

None

Minutes	Action
5a. The Chair made the meeting aware of two communications he has received from developers. The Chair went on to say that it seems prudent to meet with developers and land owners but it is too early at present. We need to understand the view on Parish housing needs and the wishes of the residents through the survey. The Agendas are to be amended to include “communications” in future.	KT
b. The grant of £1500 from TVBC, has been received. The application for the Locality grant is more involved. Once the NHP Survey is underway the Chair will start the application process. It is expected	TG

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that the grant from Locality to be used for Consultants, to assist in policy writing. The Chair and Mike met with Awbridge and Sherfield English NHP Chairs; TVBC NHP officer, Sarah Hughes and TVBC Community Lead, Louise Trayling. They discussed the survey already completed in Sherfield English; they had a 40% return and think this is due to knocking on doors to deliver and collect completed surveys. Their Parish has fewer residents than ours.	
6. The survey and covering letter has now been printed. The meeting was asked to review a “crib sheet” giving Neighbourhood Plan information for the survey distributors. There were some comments such as we need to know ‘what not to say’, too. Mike is to give feedback to Trevor. It was reiterated that we should encourage people to complete the survey on-line; also, there is a QR code. Remind residents that it is anonymous and distributors are not to record anything of surveys we might collect. Also, there is a help-line and drop-in session. Mike told us to be aware of strong feelings and do not take any comments personally. A spreadsheet will be sent to the Parish Office showing who is delivering to each road, just in case there are some questions raised with the Parish Office. Mike will let Karen know when to put the advert on Facebook. The Parish Facebook site has about 500 followers. The post-boxes will be checked regularly by Thelma Periodically the postcodes of completed surveys will be reviewed to identify any areas of low return. So that we can collect in those areas.	MF KT MF TF LR
The meeting discussed who will key in the data from the paper surveys. It was decided that a decision on this will be made once we have an idea of the numbers. But it was thought that we could probably divide the work between us. Before we start keying in the data, there will need to be some basic rules, such as, if there is no Postcode, then what action do we take. It was suggested that all calls to the Help-line, are logged. It was pointed out that this survey was not going to businesses. This was discussed and needs to be noted as a piece of work to be	Steering Comm. Steering Comm.

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undertaken for the NHP. It was suggested that businesses could have a questionnaire to complete during a meeting with a NHP Committee member. David has already made the businesses aware of the Wellow NHP. Thanks, were given to Les; David and all those involved with creating the Survey.	
7. The TVBC NHP support office has offered to review and comment on the work being done as part of the neighbourhood plan in reviewing SHELAA and other potential sites. 9. The meeting was made aware that TVBC has a £25000 grant to be used to test the level of usage of rural amenities. There will be surveys on Wellow Common.	
10) Next meeting 19th November 2018	
Future meetings: 17 th December.	

Note: the above action minutes are a brief summary of the topics discussed. If further detail is required please contact the appropriate committee member.

Content Agreed by	Signature	Date
T Grant		25-10-2018