

Wellow Neighbourhood Plan

Wellow Neighbourhood Plan Steering Committee meeting

Date: 16th July 2018 Venue: Wellow Village Hall Time: 7:30pm

Author: Kathy Taylor

MINUTES

Present (chair first):

Trevor Grant; David Mallinson; Les Rackham; Kathy Taylor; Carl Donnelly; Harmeet Barr; Richard Amey.

Apologies:

John Saunbury; Mike Freeman; John Sampson 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: 20th August 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
05) a) At the last Parish council meeting, the Wellow NHP survey was discussed. There were 20 completed surveys in the trial, but few comments. The survey will be amended to incorporate many of the comments; the Parish Council said they would like to view the final version. The next Parish council meeting is 3 rd September. The Survey team aim to get the final version to councillors before this date.	

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The SC meeting discussed ways to collect the completed surveys to achieve maximum returns. We could go door to door collecting, but do not want to keep returning where there is no answer, as the house holder could have completed the survey on-line. It was suggested we could put a flyer through the door, saying where the collection points are. It was also suggested nominating individuals in different areas to be a collection point. Such as in Canada, East Wellow, Emberly, the Frenches.	
Chair will ask Tony Boyle how the survey for the Parish Plan was distributed and collected. Also, what was response rate.	TG
The Survey process for distribution and collection is still to be mapped.	TG
A SIM card has been ordered so a help line can be set up.	
An availability chart will need to be created for September/ October, to show who is available to distribute, collect and key in returned paper survey forms.	KT
A note regarding printing costs needs to be submitted to the Parish Councils 'General Purposes' committee.	TG
A further printing quote will be requested from the company that prints the Parish Magazine. Carl to give Kathy the company name. Kathy to request quote	KT/CD

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05) b) Grants and funding. The £1500 grant from TVBC has been approved. Now starting to complete the application for the Locality grant. In order to complete the application form; consultant charges are required. The Chair has met with two firms with rates of £375 per day plus expenses and £60 per hour plus expenses. Both consultants have much experience in Neighbourhood plans.	TG
06) The Survey trial received 20 responses from the NHP volunteers and Parish Councilor's and some useful comments; especially from TVBC. Comments were: • too long; • too wordy, • average time 40 minutes. • Some repetition in questions 9 to 18. • There was not a progress bar • Questions regarding saving and returning Now some of the questions have been revised and simplified. Some of the wording has been reduced. The number of columns has been reduced from 6 to 4. A progress bar has been installed and the font and colour has been changed to make it look friendlier. It was raised that there should be a GDPR (General Data Protection Regulation) disclaimer on the survey. It was also suggested that the number of free text boxes be reduced to perhaps, just one at the end of the survey. Further amendments to be completed. Les informed the meeting that from Survey Monkey, a pdf can be created, but this is in black and white. The pdf would then need to be put through adobe software or similar, to create a colour version in word, to be sent to Printers.	LR

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The Survey team will complete the analysis. Survey Monkey has many tools for analysis, can filters on postcode, age group, etc, produce bar charts and pie charts, complete text analysis. The data can also be loaded to excel spreadsheets for analysis.	
07)The SHELAA sites are being reviewed to get the local perspective. The Parish could, have their own “call for sites”. This may provide other sites with potential, in the Parish.	
08) Nothing to report. A document listing the groups using the village hall who have been made aware of the Wellow NHP, has been emailed to Kathy. This is to be uploaded to the repository. Kathy to also upload document written by Peter Higgs regarding Broadband in Wellow, when received.	KT KT/TG
09) Nothing to report. The Chair will speak to the consultants regarding Habitat Regulation Assessments as there may be a requirement to start work on these now.	
10) The Wellow HNP formal project plan needs to be updated. The road map on how to get to Regulation 14; with milestone dates is essential now as we apply for grants and intend to work with consultants.	TG/MF
10) Next meeting 20 th August 2018	
Future meetings: 17 th September; 15 th October.	

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		23-07-2018