

15

Meeting Title: Neighbourhood Plan Working Group

Date: 18th August 2016

Venue: Jo Edmonson's House

Attendees:	Sally-Anne Holt (Chair Holwell Neighbourhood Plan Working Group)	SAH
	Steve Atchison	SA
	Phil Curtis	PhC
	Jo Edmondson	JE
	Colin Evans	CE
	Dave Hollex	DH
	Roger Kellow	RK
	Neil Peirson	NP
	Diana Gibbs (Holwell Parish Council)	DG

Agenda:

- 1 Apologies
- 2 Opening Remarks
- 3 Notes of last two (13th & 14th) Meetings – 7th July & 4th August 2016
- 4 Review of draft Holwell Neighbourhood Plan Questionnaire
- 5 Date of Next Meeting
- 6 AOB

Actions

1. **Apologies**

Lord Aldenham (LA), Rodney Antell (RA), Patrick Constable (PC), Bruce Duncan (BD), Robert Hole (RH), Peter Macfarlane (PM), Bob Pearce (BP), Katrina Wall (KW), and Libby Wilton (LW) were unable to attend.

2. **Opening Remarks**

SAH opened the meeting by thanking JE for letting the group use her home as a venue for the meeting, as the Village Hall was not available.

The aim of this meeting is to review the draft Holwell Neighbourhood Plan Questionnaire.

At present this is a review by the Working Group, but the intention is that it will be reviewed by Jo Witherden and others before going out. DG asked whether it would be seen by the Parish Council. SAH said that it would, and that section F, on Amenities and Facilities, would be discussed with the Village Hall Committee.

DG said that there may need to be an Extraordinary General Meeting (EGM) of the Parish Council to ensure that this is done as soon as possible.

3. **Notes from 13th & 14th Meetings (7th July & 4th August 2016)**

For technical reasons, the notes from the 13th Meeting were not available for review at the 14th Meeting. Notes for both the 13th and 14th meetings were discussed and accepted. All actions had been completed, with the exception of 14-4.

Actions

5. **Review of draft Holwell Neighbourhood Plan Questionnaire**

Discussion of How to Get Questionnaire Answered

SAH said that the aim is to hand deliver the questionnaire by the 1st September. She suggested that we each deliver to around 10 houses apiece. CE suggested that we do this, each of us concentrating on 10 to 12 houses (or 15 if necessary) and then collect from them, to try and get more responses. SAH said that we will need to work as a coordinated team and show that the Working Group is focussed on getting the questionnaires completed.

SAH added that we can also have a time one evening or on a Saturday when people can come and discuss filling in the questionnaire. PhC said that we haven't worked through the questionnaire, to estimate how long it would take to complete. SAH said that she'd hoped that we could have a dry run this evening but that, failing that, could we all try this at home and let her know how it goes.

15-1 All

DG said that we could do with a poster, to advertise that the questionnaire is on the way.

PhC suggested having a prize draw associated with the survey to incentivise people – it could be a numbered survey with a significant prize, possibly cash, for the winner. DG said that this could compromise confidentiality. PhC said that maybe we could have draw tickets. SAH commented that we really won't know who put what, as only one person will extract the information and we will be focussed on the resulting data.

An alternative means of collecting the questionnaires was discussed. JE proposed that we have designated posting boxes, at the houses of some or all of the Working Group members. DG said that we could have one central post box, and that she has a locked one that could be used, that she could empty regularly.

PhC asked how many surveys we need back to have an acceptable number. SAH said that Lodders had achieved 86% for their Parish Plan (they then took the housing bit off for use in their Neighbourhood Plan). However, she added that there isn't a target - we need to do the best we can. JE agreed that it is important to get as many as possible.

In October, after the surveys have been completed, we will need to capture the resulting facts and figures, in a written form.

Review of Questionnaire

The following changes / modifications were discussed and agreed:

A- HOUSEHOLD

- A4 & A5 - have one box rather than a range.
- A8 - Add Comment box.

Actions

B- PERSONAL INFORMATION

- B10/B11 – SAH will check with WDDC regarding the inclusion of transgender, etc. It may be sufficient to record the result in meeting notes. 15-2 SAH
- B12 – delete; A3 already addresses this.
- SAH will look into having an Ethnicity question. 15-3 SAH

C – HOUSING AND PLANNING

- C13 – add “employed elsewhere” to commuter community; remove “To stay as it is”; add “employed locally” to working community.
- C15 – change “Private/rented” to “Private rented”; ”Housing that local people can afford” to be reviewed and advice taken.
- C16 & C17 to be merged - delete C16 and combine heading with that of C17.
- C18 – change “less than 10” to “less than 5”.
- C20 – change “Farm Shop” to “Shop”; add “Others”

D – EMPLOYMENT AND BUSINESS

- D22 – remove “Registered Disabled”; add “Others” and a comment box.
- D23 – add “Student”; amend heading to “occupation”; delete services from Professional
- D24 – change heading to “Do you work/study/train locally (i.e. within 20 miles of Holwell)”
- D25 – remove “paid” from heading.
- D27 – add comments box

E – HEALTH AND SOCIAL SERVICES

- E33 – delete “Village Flu clinic”

F – COMMUNITY AMENITIES AND FACILITIES

- F37 – change “Bear cat Table top sales” to “Table Top Sales”; add National Celebrations
- F38 and F39 – combine and add comment box
- Before F41 – change “For this section please ...” to “For this section (questions F41 to F46) please ...”
- F50 – Add “larger” to fully equipped kitchen
- F52 – delete “to use” from question
- F54 – change “Library” to “Mobile Library”.

Actions

G – TRANSPORT AND HIGHWAYS

- G56 & G58 – reverse order of questions
- G57 – add comment box to new question G57
- G59 – change “In a garage (on this plot)” to “In a garage at home”.
- G60 – delete
- G63 – add comments box
- G65 – amend to read “ extend area of speed limit”; add “Other” between “Traffic calming measures” and “None of the above”
- G66 – add comment box.
- G68 – replace A to E with 1 to 5.

H – ENVIRONMENT

- H70 – “A sense of place” to be reviewed; replace “None” with “Other”; add comments box.
- H72 – delete “Clearing ponds” and “Surveying trees”.
- H73 – separate hunting and shooting; add bonfires.
- H75 & H76 change “Scheme” to “Schemes”.
- H76 – “Heat-pump ...” extends over two lines and has two rows of boxes, therefore needs correcting.

7. **Date of Next Meeting (DONM)**

The next meeting is scheduled for Thursday 1st September 2016, at 7:30pm in the Village Hall.

8. **Any Other Business (AOB)**

- CE said that he had carried out an examination, with DH and RK, of the structural quality of the Village Hall, behind its cladding. It was found to be in very good condition. Photos had been taken, though these were not available for technical reasons, and may need to be retaken.
- SAH said that LW had completed our first newsletter, and that it refers to the survey. It could be hand delivered in the next week; CE offered to do this.
- SAH said that we also have yet to carry out our third village walkaround.

Appendix A - Notes of last (14th) Meeting – 4th August 2016



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