

Meeting of Neighbourhood Planning Advisory Committee 2nd October 2017

Present: Gary, Lindsey, Julie, Keith, Ben, Wesley, Jeremy and Liz.

Funding: Lindsey reported that she has had an email informing her that terms and conditions would be sent by letter before the grant would be released. Gary suggested he should apply for a second grant from Awards for All. However, the forms have recently changed so he is not sure how long it will take to be approved.

Draft Vision Statement: everybody agreed that the layout would work well for the vision statement. However, it was suggested that the first sentence in the second paragraph of the statement be reordered to talk about change and development before mentioning the retention of rural character.

Questionnaire: it was agreed that respondents should be encouraged to reply online (via SurveyMonkey – Gary will organise) and changes were suggested for the Introduction page to reflect this. It was also agreed that surveys should be returned at the Open Event or by 30th November. Keith agreed to be the contact for anyone who needs help to complete the survey. Minor amendments to the questions were agreed, which will be circulated separately. A plan of the Neighbourhood plan designated area would be added to page 2.

Open Event:

- Set up starts 9am on 25th November.
- Gary will provide information, boards, pens, post it notes etc.
- 10 tables needed, plus name badges and REFRESHMENTS.
- 40 – 50 photos required by early November. These should show all aspects of village good and bad – houses, parking, open spaces etc. Wesley agreed to produce some, but others should also add to drop box, particularly if they are available during weekdays.
- Helpers briefing at 9:45 – 2 on reception, refreshments, plus one for each exercise
- Need maps from Matt Bills – need to speak to him about actual requirements rather than those supplied at present, plus unlabelled map of Walcote and Walcote and Misterton built areas.
- Invite Matt Bills to event.
- Publicity – via questionnaires, to go to every house, posters A4 to be based on cover of questionnaire to be displayed week before (village notice board, pub, garage, church, plus any members who want to display a poster) and A5 version of poster to be distributed with Swift Flash on 22nd November). EM will ask Kate to print poster and will organise delivery to Tom for distribution.
- Wesley will adapt cover of questionnaire to make poster and flyer and will add meeting date to questionnaire cover.
- NEED TO DECIDE WHO OBTAINS REFRESHMENTS – EM is happy to do this if you wish.

Drop Box: it was agreed that only the lead person on each topic/resource would add new information or documents into drop box. Wesley is lead on questionnaire, Ben on Vision Statement. Anyone can add photographs.

Further Actions: following meeting work will move onto topics hoping to set up a working group for each topic. If no new people come forward, we agreed to approach parish residents, but Gary reassured the group they could cover all needs if necessary.

Other Business: none at present

Date of next meeting: preferred date 14th December, alternative date 13th December. EM will contact Kate Green to ascertain availability of Village Hall as next meeting needs to be in Main Hall.

NOTE: Lindsey is away between 12th October and 3rd November; Liz is away between 26th October and 14th November.