

## **MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING**

**Small Village Hall, Monday 19<sup>th</sup> August 2019**

**PRESENT:** Linda Hiscott, Chair; Stuart Thomson; Jerry Parker, Caroline Brady-Watts Eric Benton Chris Ashby Hilary Ashby ,Mark Brooks, Mary Koukkoulis & Sally Chapman.

**APOLOGIES ;**Paul Buckley, Vivien Riddle, Eric Benton.

Both Eric and Viv joined the meeting later.

1. **Minutes** of the last meeting were approved.

Copies of the minutes to be sent to the Parish Council.

**Action PB**

### **2. Matters Arising**

**Census information Wixams and Wilstead statistics**

**Action LH**

Linda has not been able to progress this. LH to pursue with the Borough.

### **Housing Needs Assessment.**

The timescale for this may need to be reviewed in light of the need to progress the general questionnaire.

**Action LH PB**

**EB**

### **Green Infrastructure Survey**

Audit still to be progressed

**Action LH VR**

### **3. Questionnaire.**

EB has inputted the questionnaire on to survey monkey.

There have been a few changes made but the document has not altered significantly since discussion at July meeting.

Sites for development. Group discussed if the sites already put forward should be included in the questionnaire. Sally's advice was that it was probably not helpful at this stage. Group agreed.

Information about public transport and number of cars in each household would be added.

**Action EB**

All agreed the need to move forward the timescale of the questionnaire following the planning meeting attended by EB today 19/08/19.

Planning application for 30 houses at the end of Howards close

was refused. However, the Borough planners indicated this could go to appeal.

There are a number of other large applications outstanding group agreed the need to progress the NP as fast as possible, if this is to have any influence over these possible developments.

Agreed that questionnaire will be ready to go out by the beginning of September  
With a return date of the end of September. **Action EB**

Linda and Mark will discuss printing of paper copies so there some available  
to be distributed

**Action LH MB**

Flyers will be produced and distributed to all households in the village giving details  
of the web address and how to access the survey, if needed paper copies will be  
distributed. People will be made aware of how to access help to do this if needed.

**Action MB JP**

**NB. Paper copies of the questionnaire will need to be inputted onto survey  
monkey by Steering group members to allow analysis and evaluation**

Distribution will be done by steering group

**Action All**

Banners will be produced highlighting the questionnaire  
Web address and return date as well as asking people to come to open day.

**Action JP**

#### **4. Open day**

The events team will meet and circulate a draft plan for the open  
Day on 28/09/19.

**Action VR SW CBW**

Plan to be circulated to group for Comment within 2 weeks.

**Action All**

Letter to be written to school to update on the NP

**Action MK LH**

#### **5.AOB**

Discussion with village groups, agreed that if dates have not been put in diary these  
would be left until after the open day.

Mark will explore the best time to engage with Briar bank

**Action MB.**

All agreed it may be necessary to have an extra meeting to assist with planning for open day.

Next scheduled meeting 16/09/19 7.30

Signed ..... Date.....

Linda Hiscott Chair