

## **Notes from the Neighbourhood Plan Steering Group Meeting at Radford Semele Community Hall, on 11<sup>th</sup> July 2017.**

### **Present:**

Olly Aries, Cllr. Brian Friar, Cllr. Brian Follett, Barbara Wyatt, Ed Cooms

### **1. Apologies for Absence – Judy Steele**

**2. AOB** – there were no additional agenda items.

### **3. Action Tracker**

a) Olly tabled the Committee Action Tracker spreadsheet dated 11/7/17 that was reviewed by the group. With regard to Item 23, Olly will aim to progress the Project Planner and circulate to the Group. All other items were discussed under the respective Agenda items.

b) The Parish Council's web site has been updated to include details of the NP group's meetings but there is no introduction regarding Neighbourhood Planning, its' aims, the process and details of the NP Group. (refer also to Item 8)

### **4. Housing Needs Survey**

a) Initial feedback from Fiona at WRCC was that the response rate so far from returned questionnaires was around 26%. (quite good) The cut off date for return of forms has been set for 21st July after which the evaluation process will begin. The report should be available around 10 weeks later.

b) A NP Group flier reminding residents to complete the questionnaire is to be posted in the shop, post office, bus shelter, and Parish Council and Community Hall's notice boards. The flier to have the coloured logos of the PC and NP Group and be laminated (BW, EC and B Friar to liaise).

### **5. Kirkwell Consultants**

a) The draft contract from Kirwells has been amended with their approval to include the break clause. The contract is in the process of being signed – David Leigh Hunt as PC Clerk and David Chater as Chairman to sign and forward to Kirkwells for counter signature. B Friar to check on progress.

b) Once the contract is in place Michael Wellock at Kirkwells will start working on the project in earnest, although he will help now with the Locality grant funding application.

(c) It is expected that the inaugural meeting with Kirkwells will be 12<sup>th</sup> September 2017.

d) Olly to revise the budget costs which will be reported back to the PC.

### **6. Grant Funding**

a) The initial 'expression of interest' application form has been submitted to Locality and their e-mailed application form returned to Olly on 30<sup>th</sup> June. It was agreed that David Leigh Hunt as PC Clerk would be the main contact with Locality.

- b) Olly and B Friar to meet up to complete the application form as far as they can and then Kirkwell's to help to complete the technical planning aspects and fill in the blanks. The form has to be finalised and submitted formally before the end of July. DLH to submit the form on behalf of the PC.
- c) NP Group members to explore other means of funding to help reduce any outstanding costs that the PC may be faced with if the Locality grant is insufficient.

## **7. Consultations**

- a) The main launch event for the Parish will be held in September after the HN Survey report is available and hopefully the Local Plan published.
- b) Prior to a launch event it is proposed to contact all groups/clubs within the parish to explain the NP process and its aims and to seek wider support for those people interested in being involved. This also applies to businesses.
- c) A list of all groups, clubs and businesses needs to be compiled by the NP Group. The Parish Council web site has a list but is probably incomplete. Judy Steele and BF to contact Marguerita Dove who it is thought is already compiling a list.
- d) The list in c) should have e-mail addresses and but we need to get their permission to use these addresses.
- e) If possible arrange to meet all groups/ businesses prior to the main launch. Date to be reviewed. Judy Steele has drafted a letter to groups for them to meet with the NP Group at the appropriate time.
- f) FoRGE have agreed to work with the NP Group to pass on their expertise to help develop the NP Plan. Similarly, the Hedgerow Survey group led by BW.
- g) The FoRGE newsletter and Facebook will include updates of the NP development (Emma Nelson and Barbara Wyatt). Similarly the for the Radford Semele Community News Facebook page (Naomi).

## **8. Web site for the NP Group**

To help promote the NP Group it was considered that rather than using the PC's website the preferred option was to set up a separate one. Creating a new web site domain will cost around £10 for a 2 year period. Olly to look at existing NP web sites for ideas in setting up one for Radford Semele. It was decided that only one domain name would be used to avoid confusion (to be determined later).

### **Date of next meeting**

Initially set for August 8<sup>th</sup> but due to holidays August date to be re-arranged.

Notes prepared by Cllr B Follett