

SWINFORD PARISH COUNCIL

Minutes of Neighbourhood Plan Steering Group meeting 15 02 2016

Members present: T Briars (TB) J Robson (JR) B Clapham (BC)
M Wright (MW) G Mold (GM) L Osborne (LO)

G Kirk (GK)

1. Apologies

A Hannant D Steele

2. Declaration of interest

None

3. To agree the minutes of the last meeting 4th January 2016

Resolved: To accept and sign as a true record

4. Programme Review

GK reported that the programme is on track. The questionnaires are completed and collected and the analysis is partly completed. Currently there is a tight timescale for the theme groups and it may be necessary to allow extra time, however the theme groups could overlap with the policy drafting.

5. Stakeholder Letters

Resolved: That TB and JR will prepare the stakeholder letters with a view to them being sent out next week

6. Questionnaire-Update and Analysis

BC circulated a spreadsheet with the data so far collated. It was noted that the percentage of returns to date stands at 67.5% of the total and with at least 40 more sets of data to be added. This should result in a very good rate of return. BC will look at the possibility of producing some graphs to illustrate some of the themes from the responses

Resolved: Any remaining sets of data from questionnaires to be sent to BC by Friday February 19th. BC will email all group members with the collated comments on Monday February 22nd so that members can do some initial work on identifying themes before the next meeting. All completed questionnaire scripts to be handed to TB for safekeeping.

7. Open Event

Resolved: To re-arrange the date for the Open Event to Thursday April 14th from 3.00pm to 8.0pm Swinford Village Hall (JR to check and re-arrange date for Village Hall and liaise with pre-school). GK to produce display materials. JR to write leaflet and arrange distribution around the village two weeks before. Also posters to be placed around the village advertising the event. To offer refreshments.

That the display will be arranged so that parishioners can gain information about the 'generics' of neighbourhood planning (GK to organise), have feedback on the data captured

from the questionnaire and on the emerging themes, and an opportunity to add further comments and ideas.

LO agreed to look at how some of the material could be presented via projectors and screens. LO to report back. Anthony Hannant to be asked to provide a power point template.

JR to approach Matthew Bills to obtain some large scale maps of the village.

GK suggested that the areas that need to be covered by the displays are; Housing, Transport, Environment, Village Facilities, Local economy and General. Further photographs are needed. GK also suggested that there should be a 'welcome' and 'sign in' with the opportunity for people to opt to receive further information and/or take part in a theme group.

LO agreed to approach Keith Kilbane as Chair of the Parish Council to invite him to play an active role in the Open Event.

8. Date and time of next meeting

Resolved: Thursday February 25th 7.30pm Swinford Village Hall to work on feedback from questionnaires and themes for the Open Event.

Next scheduled meeting to be held on Monday April 4th at 7.30pm in the Village Hall

The meeting closed at 8.50pm