

GOODWORTH CLATFORD NEIGHBOURHOOD PLAN (NP) STEERING GROUP (SG)

RECORD OF MEETING 18 APRIL 2017

Location	Green Meadows, Goodworth Clatford
Present	Peter Kiddle (PK); Bob Houghton (BH); Ros Stockdale (RS); Geoff Scard (GS)
Time	6.30pm start; 8.15 pm finish
Agenda	The meeting followed the attached agenda.

Item 1 – Logo, Vision and Objectives Consultation

In his email of 23 Feb, PK had tasked the 50 volunteers to review the 11 logos produced by Clatford School and the draft vision statement and objectives. The response to the email had been slow and PK sent a reminder on 15 March. In the end, there had been a good response with a total of 30 inputs. It was clear even from the comments received that Logo Number 10 was the most favoured. It would need to be produced in a bolder, enlarged form. The public house would be included but specific reference to the Royal Oak removed. Wording would be included around the logo circumference, with Goodworth Clatford underneath and Neighbourhood Development Plan (NDP) across the top. On the cover page of the NDP reports, the logo would be included together with a montage of village photographs.

With regard to the vision statement and objectives it was agreed that the SG would assess the responses and, individually, make amendments. The vision statement changes would be made in red and these would be for discussion at the next SG meeting. The SG amendments to the objectives would be in black and would be final (no need for further discussion).

Action 1 (18 Apr) SG members to review the responses on the vision and objectives.

Item 2 – Budget/Finance Update

The Parish Clerk had provided a budget update (statement attached). The balance in hand amounted to £1257.80p. Approximately £600 was due to Mr Lucien Moore. This would leave a buffer of about £600 to cover future incidental expenses. The next application for a grant would be submitted one month before the finance was required.

Item 3 – Cancel Survey Monkey Subscription

The SG agreed that the Survey Monkey subscription could now be cancelled.

Action 2 (18 Apr) PK to cancel subscription.

Item 4 – Allocate New NP Volunteers to Working Groups

Five new volunteers were allocated to the sub groups as follows:

Naomi Light and Mike Lawton to **Community, Infrastructure and Amenities**
Martin Jourdan and Liz Collinson to **Transport, Traffic and Business**
Andrew McGrenra to **Environment and Countryside**

The SG discussed the allocation of volunteers to each sub group. It was decided that the initial allocation would be made by the 4 SG members. Allocations could be changed later, if sub group members wished.

Action 3 (18 Apr) SG members to allocate volunteers to their respective sub groups.

Item 5 – Example Working Group Brief (Housing) incorporating Lucien input

PK introduced a draft Housing group briefing document (copy attached). An 'overview' provides the background behind NDPs and their relationship with local plans and central government legislation. The second page covers the important topics of data gathering, sources of facts and figures, the gathering and use of evidence. The importance of the quality of data rather than quantity is stressed. The document then includes the Housing vision statement and the list of the Housing sub group volunteers. The next two pages include the Housing Group objectives with the specific tasks that relate to those objectives and the original NDP questionnaire. The Housing sub group volunteers are divided amongst the objective areas. PK stressed that the sub groups, during their deliberations, would need to address all the narrative comments included by the electors on the questionnaire returns.

Lucien Moore had produced a list of 38 topic areas to be considered for the NDP and had produced a sample report for each area. PK had produced an outline of a Housing report with his briefing document.

Lucien had also produced a highly detailed spreadsheet document relating to the NDP objectives. This contains a large amount of useful information. The sub groups would need to identify a spread sheet expert from within their numbers to be able to delve into the spreadsheet. It was also agreed that it would be helpful for each sub group to have a nominated leader to co-ordinate the sub group work and report back to the SG.

Action 4 (18 Apr) SG members to complete draft briefing documents on the lines of that produced by PK, in time for the next working group meeting (Item 7 below).

Action 5 (18 Apr) SG members to propose leaders/co-ordinators for each sub group.

Item 6 – Full Explanation of Lucien Research

This item had been covered during the briefing at Item 5 above.

Item 7 – Working Group Briefing

The next event would be a Village Club meeting to brief the volunteers and to start the work of the 4 working groups and the respective sub groups. The SG discussed whether this could all be achieved in a single meeting. It was decided that a first meeting would be conducted. If it became clear that a second meeting was required then this would be

scheduled.

The meeting would take the form of an initial plenary Power Point briefing to the volunteers before a split into the 4 working groups. This would give the 4 SG members their first opportunity to brief their respective volunteers and the work of the sub groups.

BH would investigate the availability of the Village Club from 24 May onwards for an evening meeting starting at 7pm. Details of the meeting would be emailed to all volunteers. The SG would meet a few days before the main meeting for a rehearsal.

Action 4 (18 Apr) BH to investigate Village Club availability.

Action 5 (18 Apr) PK to inform volunteers of meeting details.

Item 8 – Review of Previous Actions

There were no outstanding actions from previous meetings.

Item 9 – AOB

There was no other business.

G T SCARD
25 Apr 17