

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 10, Thursday 11th January 2018 8pm

Held at St Andrews Church, Allensmore

MINUTES

Present : Nick Chapman (chair), Tim Hancox, Merle Hancox, Jeremy Lawrence, Tony Cramp, Jim Hamilton, Louise Hamilton and Sally Lawrence (minutes)

1.0 Apologies

Yvonne Chapman and Michael Owens

2.0 Declaration of Interest

As previously declared (Meeting 5: 21st August 2017).

3.0 Approval of Minutes : Meeting 9 : Monday 18th December 2017

The minutes were approved by the steering group and signed by the chair.

4.0 Finance

From our locality grant we have £3639.15 funds remaining for the period to 3rd March 2018. £1350 has been spent on consultant work, £25 on hall hire and £235.86 on printing costs.

Due to wanting to avoid Christmas/New Year distribution of leaflets we could be tight on time for collating data and preparing the preferred options plan to meet the next phase payment by the 3rd March. Nick would ask for advice from Louise Kirkup.

ACTION : NC

5.0 Correspondence / Communications

The consultation event details have been added to our Facebook page. The parish council website NDP section has been updated with the Issues and Options Consultation Document and Questionnaires.

6.0 Issues and Options Document

The Issues and Options Document and Questionnaires have been printed. Questionnaires would be hand delivered by steering group members to each household in the NDP area. Generally 2 questionnaires and one labelled return envelope would be left at each household, unless based upon 2015 electoral role and local knowledge, there is only one occupant. Extra questionnaires (if needed) are available from steering group members or online. The full consultation document is available to view online on the Allensmore Parish Council website NDP section and hard copies will be available to borrow from the church, Cobhall library (the old BT phone box on Cobhall Common) and steering group members.

It was discussed whether hand collection would be viable but it was decided it would not be practicable. Questionnaires could be returned to any steering group member, the locked box in the church (Tony to monitor), envelope in the village hall (when open), locked box in the 'library' (Gabriel would be asked if he could take it in at night) or at the consultation event.

An email would be sent via the village e-board explaining the consultation and to email addresses collected at the launch event.

ACTION : NC

It is expected that leaflets will be distributed within the next week and if steering group members need extra questionnaires or a copy of the hard document they are available at Tim and Merle's.

Copies of the full consultation were taken for the parish councillors, district councillor, parish clerk, evidence file, Steph Kitto and Louise Kirkup.

Data collected will be entered into 'Survey Monkey', an online survey programme to collate responses. Each questionnaire would be given a reference in case of any queries after entry.

7.0 Public Consultation Event

The public consultation event would be held on Sunday 28th January between 2 and 4pm at the village hall.

Nick would try and get larger maps with the settlement boundaries marked.

Hard copies of the consultation document and questionnaires would be available.

A list of attendees would be taken.

Tea and coffee would be available.

ACTION : NC/MH

8.0 Items for Next Agenda

Questionnaire responses.

Invite Louise Kirkup to the next meeting to discuss responses and to advise on the next stage.

ACTION : NC

9.0 Next Meeting : Monday 19th February 2018

Allensmore NDP Steering Group Meeting 10 Minutes

11th January 2018

Signedas a true record by Nick Chapman (Chairman)

Dated: 19th February 2018