

Minutes of a meeting of the Woore Parish Neighbourhood Planning Team held on 24th April in the Victory Hall.

Present

Mr Jon Furber
Mrs Karin Billany
Cllr Malcolm Blake
Ms Caroline Brown
Cllr Stephen Clifford
Cllr Mike Cowey
Ms Lucy Hughes
Mr Chris Jeffries
Ms Mandy Jones
Mr Alan Melvin
Mr Daryl Stebbings
Ms Ann Thompson

41 Welcome

The Chair Welcomed members to the meeting and stated that the focus of this meeting was to discuss further the long questionnaire, (previously circulated) and the arrangements for its distribution, collection and analysis.

42 Apologies for Absence

Apologies for absence were received from Ms Kirstie Hercules and Mr Jeff West.

43 Minutes of the Previous Meeting

The Minutes of the previous meeting held on the 27th March 2017 were approved.

44 Matters Arising from the Minutes

(a) Neighbourhood Plan funding (Minute 36 (d) refers).

It was reported that remaining funds had now been returned. It was AGREED that software costing £55 should be purchased allowing updates to the group's web pages. Responsibility for updating the web pages would now be undertaken by SC.

Action point : SC to purchase software

(b) Long Questionnaire (Minute 37 refers).

It was reported that examples of long questionnaires had been circulated by LH to help inform the design of the questionnaire for Woore Parish. A draft questionnaire had now been produced.

45 Discussion on the Draft Long Questionnaire.

Discussion on the draft questionnaire took place and the following amendments were AGREED:

- 1) Under “Woore Neighbourhood Plan” the text “a box in the village shop” would be emboldened.
- 2) Under “Background Information” the % in the growth of Woore from 1981 to 2017 would be added.
- 3) Under “What have we done so far?” bullet points would be used
- 4) Under “all about you” an additional question to be included “Are you the only person to answer the questionnaire for your household?”
- 5) Question 15 add “ If SSC increases the housing target for Woore parish after 2026 I would prefer
- 6) Question 20 delete from “please tick ... to Neighbourhood Plan”

Action Point: JF to email amended questionnaire to team members

46 Discussion of Logistical Arrangements

Discussion on the arrangements took place and the following AGREED

- 1) CB would take responsibility for the format and production of the questionnaire. A quote for a 12 sided document should be obtained. It should be produced on light coloured paper, making it easier to complete. This would be replicated on the on- line version. It would be entitled the “Woore Neighbourhood Big Questionnaire”

Action Point: CB to format etc. questionnaire. Draft to be ready by the 8th May

- 2) Given the date of the general election (8th June) hand delivery would now take place between the 10th and 14th June with collection on the 25th June. If collection was to be other than this date information would be given at the time of delivery. In such cases completed documents could be left outside in a plastic bag provided or in a box in the village shop.

It was noted that following enquiries badges for distributors/collectors were not necessary.

- 3) Questionnaires would be delivered in a plastic bag with an A5 envelope for the completed document. The cover would give information on when it would be collected and an alternative drop off point ie the village shop.

Action Point: AM to produce cover

- 4) To assist distribution a full list of parish addresses was required. This could be obtained using postcodes.

Action Point : DS

- 5) Banners regarding the completion of the questionnaire would be displayed in the usual parts of the village from the end of the distribution period ie 14th June. Laminated posters showing similar information would be attached to lamp posts.

Action point :AM to produce laminated posters

47 Analysis of Questionnaire

Given the likely number of responses it was felt that analysis should be done using spreadsheets rather than specific software. It was AGREED that this would be set up prior to the 10th June.

48 Help with the Questionnaire

It was recognised that help would be required to ensure a good response to the questionnaire was obtained. Help could be in the form of producing the packs, delivering and collection of the questionnaire or analysis of the returns.

Steering group members (those who had shown an interest in being involved with the Neighbourhood Plan) would be contacted and asked if they would be willing to assist with this activity. It was hoped that approximately 25 people would volunteer. Once this information was received the team would meet to agree on how tasks should be allocated. This working meeting would take place on the 8th May.

Action Point: JF to email Steering Group members asking for volunteers by the 28th April with a deadline for responses of the 5th May.

40 Date of the Next Meeting - TBA