

## DENMEAD NEIGHBOURHOOD PLAN

### Meeting Notes – Meeting of the Steering Group

<i>Date of Meeting</i>	Monday 23 August 2012 at 7.00pm in the Ashling Pavilion
<i>Present:</i>	Cllr Neil Lander-Brinkley (NLB) Cllr Felicity Hull (FH) Cllr Kevin Andreoli (KA) John Knight (JK) Patricia Stallard (PS) Peter Ambrose (PA) Jenny Nell (JN) - WCC
<i>Notes taken by</i>	Tony Daniells (TD), Clerk to Denmead Parish Council
<i>Next Meeting:</i>	Steering Group: Thursday 20 September 2012 at 7.00 in the Ashling Pavilion Forum: Saturday 6 October at 2.00pm in the Ashling Pavilion

---

#### 029/12NPSG Welcome and Apologies

NLB welcomed everyone to the meeting. Apologies were received from David Griffiths.

#### 030/12NPSG Notes of the last meeting

The notes taken at the meeting of the Steering Group held on 23 July had yet to be circulated to all. NLB verbally reviewed the notes and any actions. The notes from the last Forum meeting held on 2 August were also reviewed.

#### 031/12NPSG Progress against V2 of the Project Plan

TD reviewed the activity planned for August/September and the progress made against these. The household survey was behind schedule. It was considered that further evidence was needed to help form the questions for a more detailed survey. JN and WCC had some data on housing needs but this was in a raw format and would need further refinement. She cautioned on the need for a household survey just because it was on a plan. It was better to wait until there was a reason to conduct a further survey. The questions asked would have to be meaningful and get a usable response. There was a short discussion on how to make a survey work with the consensus of opinion being that you had to bother deliver the survey and collect responses. The status against the project plan was noted with the need for a survey being questioned. The need to progress other work packages was also noted

#### 032/12NPSG Review of recent Work Group activity and 3 month outlook

- i. Community Engagement – PA reported that good progress had been made at the DHS Show on 22 August. More people had completed the postcard survey. Some had completed the priority survey, but it had been hoped for a better response. An initial analysis of the responses had been completed. It was still hoped to obtain help from students at a local college to help with further analysis. JN advised that the number of responses was not critical. An examiner would look for some breadth and depth as well. The postcard survey would continue until the end of August. An activity afternoon for children was to be held on 29 August between 2-4pm. JK/PA would survey the adults who accompanied the children. The matter of an online survey was discussed. PA would contact Neighbourhood Watch to ask if they would distribute through their contacts. The WI Belles may also be useful for contacts. It was noted that the Scouts used Twitter as their communications method. By 1 September, the 'marmite' postcard survey should complete with a more specific survey prepared.
- ii. Development Placement – KA reported that a first pass of SHLAA sites had been completed. A further refinement of sites against a score would be undertaken. He recognized the need to include other sites in the parish and asked for these to be given to him. KA was targeting a report for the beginning of October.
- iii. Employers and Employment - the business breakfast had identified some key issues of the businesses. It would have been good to have had more time to discuss these but a follow up meeting could be held for this. TD would contact DA to get feedback from the meeting and any business that had completed the business survey.

033/12NPSG Internal Workshop

The meeting planned for 6 October at 2.00pm in the Ashling Pavilion would be used to look at issues identified from the surveys and look at possible options to address these.

034/12NPSG Newsletter

NLB had drafted a newsletter and this was available from the website and had been distributed to those persons who had requested an electronic version. It would be distributed to those who had given contact details from the postcard survey. TD would build a distribution list when the postcard s was available to him.

035/12NPSG New Work Package

The following work packages had been planned and scoped by NLB and were discussed

- a) Demographics and Housing – this work package looked at the needs of an aging population and young people. Chris Phillips and Jean Buckle were prepared to help with possible one other.
- b) Recreational Facilities and Green Infrastructure – Cllr Brendan Gibbs had offered to lead this work package and Cllr Richard Hallett had offered to help. Two others could also be approached to help.
- c) Infrastructure – there were two possible people to develop this work package although no one to lead it had been identified. It was suggested that this package be renamed to Social and Physical Infrastructure to fully reflect its scope.

NLB would update the work packages with names. PA/FH would contact those identified and agree a start date and someone to lead.

PA referred to an email from Stuart Woodin offering options for baseline evidence gathering. JN considered that this was a valuable offer as this was a difficult task to carry ourselves. PA would contact SW to clarify the offer and discuss options.

036/12NPSG Editorial Management

PA had learned of another FrontRunner at the Eden Project Camp who were using a professional Planning Group to provide editorial expertise for their plan. He considered this worthy of consideration as the Forum had neither the skills nor time to complete. This prompted a discussion on whether the skills were available locally and led into a discussion on the budget and use of the £20k funding. NLB had prepared a draft budget. This allocated £5k to the referendum and £10k to the Examination. PA challenged this as it left little for other costs such as editorial expertise and took away much of the funding that enabled the Plan to be produced. NLB would contact DCLG to determine what was expected to be funded from the initial allocation of £20k. PA would obtain some quotes from consultancies capable of providing editorial skills. Quotes for printing costs had been requested and were awaited.

The item to discuss drafting of chapters in the Plan was deferred.

PA reiterated his offer to induct those prepared to help develop the Plan with involvement in new work packages.

037/12NPSG Dates of Future Meetings

It was agreed that the Steering Group would meet monthly and a date for the next meeting in September was agreed.

There were no other matters to discuss.

Meeting closed at 8.50pm

Copies to Attendees  
Forum and Steering Group members  
Parish and Ward Councillors  
NP website