

WHISSENDINE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Steering Group Meeting held on **Thursday 25 March 2021**
7.00pm, virtually via Zoom

Present. **Mrs Rosemary Powell (Chair)**
Mr Will Farr, Mrs Cynthia Moss, Mr Paul Greenlay, Mr Geoff Clyde, Mr Tony Law, Mr Conor Nicholl and Mr Kevin Thomas.

In attendance Dr S Lammin (Parish Clerk)

Meeting opened 19.03 hrs

30. To take any questions or comments from the public: None
31. Apologies for absence: Mr Richardson and Ms. McCluskey
32. Declaration of any pecuniary interest in any matter on the agenda: None
33. To agree the minutes of the first meeting on 24 February 2021: Proposed by Mr Farr, seconded by Mr Thomas, the minutes were AGREED.
34. Consider the draft Project Plan, timelines and milestones:
It was AGREED that more detailed plan be used as a working document and updated monthly.
35. Confirm sub groups or individuals willing to work on:
 - Publicity and Engagement: Ed Richardson, Tony Law, Geoff Clyde and Paul Greenlay
 - Legal and liaison with RCC: Kevin Thomas and Rosemary Powell
 - Evidence (minute 38 below refers): Conor Nicholl (Local Plan), Geoff Clyde (Housing), Cynthia Moss & Conor Nicholl (Env), Cynthia Moss (Water and Flooding), Geoff Clyde (Design), Rosemary Powell (Leisure and Rec), Tony Law (Roads, Transport & Infrastructure) Kevin Thomas (Economy and Employment) and Paul Greenlay (Community Services and Facilities), Geoff Clyde (Heritage and History as it relates to design).
36. To review the content, timescales and agree responsibilities within the 'Publicity and Engagement' section of the draft project plan:
 - a. Publicity:
 - To agree the design and use of the logo
Four suggestions were considered. A Church/Windmill image was preferred with a banner heading 'Whissendine Neighbourhood Plan' added and it was AGREED that Conor Nicholl could rework the detail.
 - To agree request to Whissendine Parish Council on 12 April for costs of the acquisition of a dedicated website for the Neighbourhood Plan.
The website will cost £22.62, to be hosted for 3 years. It will be Whissendine-Neighbourhood-Plan. It was AGREED a request for funding should go to the Parish Council meeting of 12 April 2021.
 - To consider other publicity methods and confirm future actions
Kevin Thomas agreed to produce monthly updates for Grapevine.
Kevin Thomas will create a twitter account.
The existing village Facebook page may be used to accept posts, Geoff Clyde will post.

Any member of the public may view copies of letters and documents held by the parish council by appointment with the Clerk: whisspcclerk@gmail.com

A generic email address [WNPSG.Whissendine@gmail](mailto:WNPSG.Whissendine@gmail.com) will be managed by Kevin Thomas.

Survey Monkey can be used for data gathering, Tony Law will lead.

Leaflets in advance of any survey considered a good idea but details are yet to be finalized.

b. Engagement:

- To consider and agree next steps, including any additional paid support required for preparation, completion and analysis of the survey:

The initial draft survey has attracted suggestions. The purpose of the survey required confirmation: primarily to clarify the overall vision and then to identify those areas of focus within the plan. It was AGREED that open questions are very hard to analyse. It was AGREED that a small sample-survey could help to design the main survey. It was suggested that Feast Week and the Craft and Produce Show could be used to gather opinions; Kevin Thomas will contact organisers. It was AGREED initially that a leaflet should be circulated to let people know that a Neighbourhood Plan is being developed in Whissendine, and what is being looked at. A draft leaflet was circulated but needs editing. It was AGREED that Conor Nicholl and Rosemary Powell would develop the leaflet. It was AGREED that two estimates for printing 600 copies of an A5 leaflet will be provided for the Parish Council's meeting on 12 April 2020 so funds can be made available.

- To consider and agree next steps in relation to any events to be held after 21 June 2021.
Maps required and posters of the categories being considered. There are details of the tree survey, flood maps etc. available for displays.
- To receive an update on progress on compiling list of stakeholders
An initial list is being compiled by Paul Greenlay and Will Farr and will be circulated to members of the group, to allow any additions.

37 Budget and funding

- a. To consider those further expense requests, in addition to the website, to be submitted to Whissendine Parish Council meeting 12 April 2021.

The fees for the website (minute 36a) and the cost of printing the leaflet (minute 36b) are to go forward. In addition there is hire of a venue large enough to be Covid-secure.

- b. To consider grant-funding opportunities and the timing of an application

Application window is not yet open for 2021-22

- c. To consider any other support required for 2021-22 including use of independent consultants

It was AGREED that consultant support would be valuable during the process so estimated day-rates will be provided by Rosemary Powell to the 12 April meeting of the Parish Council.

38 To agree the topics and those people to be responsible for gathering evidence for the plan:

| | |
|-----------------|--|
| Conor Nicholl | Local Plan |
| Geoff Clyde | Housing |
| Cynthia Moss | Natural Environment (including green spaces, landscape) |
| Cynthia Moss | Water and Flooding |
| Geoff Clyde | Design (Conservation and Character) |
| Rosemary Powell | Leisure and Recreation |
| Tony Law | Roads and Transport |
| Tony Law | Rural infrastructure- broadband, utilities |
| Kevin Thomas | Economy and Employment |
| Paul Greenlay | Community services and facilities (school, shop, pub, village hall, church, sports club, etc.) |
| Geoff Clyde | Heritage and History (as it relates to design and building constraints) |

39 Agreement of next steps and suggestions for next agenda.

At the next meeting:

Logo to be agreed

Leaflet to be agreed

Website content to be reviewed.

40 It was AGREED the next meeting will be **21 April 2021 at 7pm.**

Meeting closed 20.48 hrs.