

WHISSENDINE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Steering Group Meeting held on **Thursday 21 October 2021**
7.00pm, at Whissendine Village Hall

Present. **Mrs Rosemary Powell (Chair)**
Mr Will Farr, Mr Geoff Clyde, Mr Ed Walker and Mr Connor Nicholl.

In attendance Parish Clerk (part)

Meeting opened 19.02 hrs

82. To take any questions or comments from the public: None
83. Apologies for absence: Mr Thomas Mrs Moss, Ms. Middleton and Mr Law.
84. Declaration of any pecuniary interest in any matter on the agenda: None
85. To note any changes to membership of the group: None
86. To agree the minutes of the meeting on 22 September 2021:
Proposed by Geoff Clyde, seconded by Will Farr the minutes were AGREED; and signed by the Chairperson.
87. Update on events and feedback on 'planning & a pint' sessions:
Tony Law has reported that Suraj is happy to accommodate a NP information stall outside the Village Shop.
- 'Planning and a pint': Around 12 people engaged in conversation, topics raised echoed initial survey returns: parking, etc.
88. Update on website and communications:
Kevin Thomas has reported that the web site has been recently updated but the survey has yet to be loaded on the "Get involved" page; where the explanatory video link is. Grapevine is advertising the meeting/drop-in on 13 November 2021 and the online details will be available from 1 November. It was AGREED that the questionnaire needs prominent placement on the NP website so it is easy to find or the URL/link must be obvious.
- It was AGREED Tony Law will publicise the questionnaire launch from 6th November 2021 on Whissendine Community Facebook page; including the link.
89. Update on tasks allocated and new items in programme timetable
- a. Call for a volunteer to write up research results from October onwards: not resolved
- b. Update:
- i. Rosemary reported the Project Plan has been updated.
- ii. Conor reported that the template has been completed and formatted. Census data is needed. It was AGREED that a hard copy of the part-completed template be produced for 13 November to share with the Contractor, before progressing further with data input.

90. Presentation of the householder questionnaire:
 Survio has been procured at £19 per month for data analysis of the survey responses. The timetable precludes significant amendment of the questionnaire it is 'good enough' to render it fit for purpose.
 The finalized on-line questionnaire will go live shortly; it will be re-set from 24 October so that test-results will not interfere with the analysis of true responses. Rosemary consented to circulate the link to the online survey within the group.
 An edit to the questionnaire's was AGREED: Q12 add Village Hall and a box for 'other characteristics, e.g. Pub, caravan site, etc.'
 It was AGREED Ed would check with Kevin which questionnaire was destined for printing. Ed consented to design a cover-page with the logo for the physical questionnaire. The print-ready version to be available on 27th October 2021.
 Rosemary consented to provide Ed with contacts for local printers so quotes could be obtained.
 Distribution of the questionnaire was AGREED to be 6-8th November 2021 with all returns in by 27 November 2021. Group members will distribute.
91. Agreeing the timetable for the post card competition:
 The post cards have been delivered to the school. Deadline for return was AGREED as: 5 November 2021. It was AGREED 2 No. Walker's Book Tokens @£10 be purchased to give as prizes. The post-cards are to be displayed at the drop-in on 13 November 2021 and the competition will be judged that same day. There will be a subsequent school-visit.
92. Financial reports.
 Further support is being sought from Locality under the 2018-2022 Neighbourhood Planning programme. This is for a Housing Needs Survey for the parish; the application process started on 18 October 2021, and is being undertaken by the contractor.
- a. Notification of total expenditure to date:
 Invoices received since September:
 Post cards for drawing competition £ 32.00 plus VAT
 Cost of session 1 'Planning & a pint' £ 53.20
 Gift voucher (prize) £ 40.00
 £125.20 (plus some VAT)
- Total expenditure to date: £737.98
- b. Notification of that expenditure to date which eligible under the terms of the grant:
 Eligible spend: £600.36
93. Update on the evidence gathered and that still required:
 See minute 89 ii above.
94. Future planned events
 13 November drop in: The Village Hall has been booked for 10am to 2pm for the planned drop-in session. It was AGREED the session would run 10-12.
 The £40 meal voucher is in Kevin's possession (Parish Council invoiced) and the carvery voucher will be available in early November: for the raffle prizes.
 The refreshments on 13 November may be provided by the WI – their agreement needs confirming. Costs/remuneration were AGREED as up to £30 for purchase of tea, coffee, biscuits and cake or a £30 donation to the WI if they provide refreshments on the day.
 Hannah will set up 4 tables and Kevin and Cynthia will provide maps. It is intended people should fill in the questionnaire on the day. It was AGREED that photos of the event should be taken.
 It was AGREED Tony Law will advertise the 13 November event on Whissendine Community Facebook page.

95. Feedback on meeting with consultant:
The last meeting was the Village Walkabout on 8 October 2021; Rosemary, Will and Geoff attended.
96. Any business not elsewhere on the agenda: None
97. Agree the date of the next meeting:
The following dates have been booked:
Wednesday 24 November 2021
Wednesday 22 December 2021
Thursday 20 January 2022
Tuesday 22 February 2022
Wednesday 23 March 2022.

Meeting closed 20:30 hrs.