

Meeting Minutes



Stevington Neighbourhood Plan

Valuing our heritage, securing our future

Stevington Neighbourhood Working Party (SNWP)

Minutes of meeting held 5th January 2016

Present: Graham Read (GR); Andrew Lockwood (AL); Heather Eadie (HE); Mary Morris (MM); Lucy Meakin (LM); Linda Penney (LP).

Apologies: Roz Buchanan (RB); Pat Olney (PO).

Minutes of 9th December were approved.

Questionnaire

The return from the questionnaire is excellent, currently around 50%. HE's sign as people enter the village has stimulated responses. The whole working group thanked AL for his hard work on the questionnaire and ongoing analysis. A copy of the questionnaire has been passed to PO and will be sent to Kim Wilson at BBC.

Action GR: forward questionnaire to Kim Wilson.

AL is collating questionnaire responses on a spreadsheet. LM and LP have volunteered to assist with data entry. All online responses have been entered, paper copy responses in hand. Free text comments are being typed up: those not relevant to the NP will be passed to the Parish Council(PC); those relevant to the NP will be categorised and analysed much as was done with the NP Launch comments

Action LM: categorise and analyse NP comments.

Deadline for all responses was agreed as 31st January to allow for the small number of residents away for an extended period over Christmas to comment. This will require Survey Monkey to be extended for a month (currently expires on 8th Jan) at a cost of £26.00. Approval will be sought from the PC. HE will remove the reminder sign at the weekend.

Action GR/AL: seek approval from PC for additional cost

HE: remove sign

**AL: email thanks to everyone who assisted with the questionnaire in any way;
notice to be put on PC noticeboard, in Community Shop, Social Centre and
West End noticeboard.**

HE: submit article to magazine giving update and thanking volunteers.

A leaflet drop round all households will be carried out around 21st February, giving a summary analysis of responses to the questionnaire and providing an update on the next stages. Analysis of responses will be put on the website and provided in paper form on the Community Shop.

3. Draft Plan

SNPWG will draft a framework plan from the questionnaire results, which will be used to brief professional planning consultants to prepare the final plan.

Three consultants, all with previous experience in preparing NPs, have been approached by GR and references sought from their clients: Kirkwell, BDUP and Urban Vision. All three are impressed by the level of consultation carried out by SNPWG. It is estimated that the cost of producing the final plan will be £8,000. A grant application will be submitted and the PC will be asked to set money aside.

**Action GR: circulate info on the three planning consultants to all members of SNPWG
speak to Pavenham NPWG for feedback on the consultants**

Meeting Minutes



4. Photo competition

Several entries have been received; a selection will be published in the magazine and on the website.

Date of next meeting: Wednesday, 10th February, 7.00pm at GR house.

Linda Penney

6th January 2016