

Meeting Minutes



Stevington Neighbourhood Working Party (SNWP)

Minutes of meeting held 9th December, 2015

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 18th November were approved.

Local Plan

Stevington residents are largely unaware of the work in progress on the Local Plan. Comments from SNPWG members are that it is difficult to access the website and the comments form is not user friendly. Indeed, one member has resorted to writing a letter outlining her concerns. A copy of the documentation is in the Community Shop for consultation. The deadline for responses is 14th December.

Action: GR email info on Local Plan to LM.

Neighbourhood Plan Questionnaire.

AL and LM have worked to produce the questionnaire based on the NP process to date and questions raised. All present agreed that the draft questionnaire is logical and easy to complete.

Action: All SNPWG members to complete online questionnaire on Survey Monkey by Saturday night and email comments to AL. Link to the questionnaire is on the website www.stevington.com. AL will remove all responses before the questionnaire goes live.

Action: AL to email link to LM

Questionnaires and 'drop off' location posters to identify volunteers who have offered to collect paper copy returns will be ready on Friday. 500 A4 paper copies with unique identifying number have been printed and 20 laminated A3 posters.

Action: LP to collect questionnaires and posters from Kall Kwik on Friday and deliver counted bundles to delivery volunteers along with posters on Saturday morning.

Action: All SNPWG members to deliver one questionnaire to each house in allocated area.

Farley Way: Dita Hollins

West End: Jane Thomas

Park Road: Heather Eadie

Court Lane: Linda Penney

Church Road: Sarah Bush

Silver Street: Mary Morris

Burridge's Close: Graham Read

Foxbrook: Graham Read/Mary Morris

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It was agreed that deliverers would note which questionnaire number was delivered to which house so that follow up of any unreturned questionnaires will be efficient. Respondents who use Survey Monkey will need to enter identification number or postcode. All lists linking questionnaire number to individual houses will be destroyed after the return deadline of 31st December.

Response encouragement will be conducted on a personal basis where a household has not returned any questionnaire. A team of volunteers will knock on doors around 20th December and will have spare copies of the questionnaire available for anyone who has misplaced their copy.

Action: AL to email contacts list on 20th December reminding them to return their questionnaire.

Banners will go up if these can be produced by 16th December.

Peter Hart is assisting with Heritage section of the Plan and has advised that this can be added later.

Kim Wilson has provided advice relating to supporting text and policy documents which has been noted. She has been sent a link to the questionnaire.

Planning Consultants.

Three Planning Consultants have been approached and sounded out about providing assistance. GR has chased but no response so far. Kim Wilson has been asked for further suggestions if needed.

Budget

This is in hand. GR is making return to RB. A further grant application will be submitted after the questionnaire is returned, to cover cost of Planning Consultants.

Linda Penney

10th December 2015