

ROECLIFFE NEIGHBOURHOOD PLANNING GROUP

Minutes of the Roecliffe Neighbourhood Planning Group meeting held on
Thursday 19th November 2015 @ 15.30pm at Holmside Farm, Roecliffe

Attendees:

J Bolland (Chair)	JB	J Entwistle	JE
D Siswick	DS	S Green	SG
S Varley	SV	J Reeve	JR
R Booth	RB	J Newberry	JN
K Pettitt (Minutes)	KP		

Apologies: K Dalton, A Baldwin, P Say, A Webster, J Mitchell

JB opened the meeting by informing all that, as he was due to have an operation in December, he would be taking an enforced break in chairing the meetings going forward. It was agreed that SG and DS would cover during his recuperation period over the next three months.

JB welcomed JE to the meeting and thanked her for her assistance and advice to date.

Questionnaire: It was reported that the questionnaire should have been input into "Survey Monkey" by the weekend of 21st November. There would then be a further trial period aimed at committee members to ensure it is fit for purpose.

After discussion the following milestones were agreed:

- Survey opens to residents and businesses 2nd January. Target audience to be emailed or hand delivered over the weekend.
- The survey would be open for 6 weeks closing on 13th February. However a reminder will be sent out two weeks prior to this date on 30th January.
- JE confirmed that we needed to send the survey to businesses in the locality. JE also confirmed an email to the principal business address requesting the survey to be cascaded to interested parties would comply with any requirements for ensuring we are being inclusive to all interested parties. In addition JE confirmed that she could furnish the group with email addresses of the businesses within the designated area.

Action JE

- JB would contact Andrew Baldwin to request an increase in printed copies of the survey of 150, giving 300 in total.

Action JB

JE suggested that the complete process cycle should be as follows:

- Survey
- Analysis
- Summary
- Report

Signed:(Chairman) Date:.....

The final report should include a spreadsheet with all the comments received included as near to verbatim as possible. The key messages could then be extracted from them and summarised.

The final version of the survey may be sent to JE so that she can recommend how best we show the findings.

Action JB/ P Say/ JE

Paper responses would need to be catalogued electronically. Following collation of all responses the Vision document and Objectives document can be modified in order to reflect the communities' "wish list".

Project Plan: JB had prepared a draft project plan which had been circulated prior to the meeting. JE said that she would review it and revert to JB with comments

Action JE

Grants: Once we have feedback from the survey we can look to apply for grants. It would be advisable to look to engage with a consultant via a tendering process. JE would be able to advise although she is unable to recommend. SG suggested that, as KP was to look at this detail and that it was outside the remit of Parish Clerk, his time should also be costed into the budgetary requirement. It was agreed that KP contact JE mid January to look at scoping the committees requirements. It was also agreed that there should be an open meeting in mid March to include the consultant.

Action KP

Covering Letter with Survey: JE recommended that we include the following wording: "We are a working group set up by the Parish Council and reporting back to the Parish Council". This is because ultimately the Parish Council will have the final decision on the plan before it is forwarded to HBC for their approval.

Open Spaces: This was to be carried forward to the next meeting.

Action JE

Background Documents:

Links to the following documents will be supplied by JE

- National Planning Policy Framework
- National Planning Policy Guidance
- Employment Land Review (with respect to Bar Lane site).
- Strategic Market Housing Assessment

Action JE

Next Meeting: This will be at 11:00 on the 12th December at Holmside Farm. The objective of the meeting is to ensure that we are "good to go" with the survey on 2nd January.

Signed:(Chairman) Date:.....