

Ewhurst & Ellens Green Neighbourhood Plan

Minutes of Steering Group - Monday 27th October

1. In attendance

TB, BA, DQ, VH, AW and JA. TB explained that DA had had to withdraw from the SG and TB expressed his thanks for excellent work which had contributed hugely to progress so far, and asked if any other members had similar thoughts now that they were aware of the workload, it would be better to withdraw now rather than later. DA had made it clear that he was more than ready to contribute where he could, but not as a member of the SG.

2. Minutes of previous meeting of 27/10 approved

3. TB stated that

3.1. Formal application for our NP should go to WBC Executive on 4/11 and be approved.

3.2. The PC, had at his request, formally written to Head of Planning at WBC to ask whether we could now discuss with WBC our contribution to housing allocations.

4. Project Plan & Structure

4.1. After discussion agreed we would work with the drafted organisation structure i.e. SG, two main Working Groups and Central Support & Co-ordination Group. However agreed that **JA/AW** would alter draft to reflect discussion on topics for the two Working Groups.

4.2. The Project Schedules were agreed, although these are aspirational, particularly on timescale, and we must be flexible and be prepared to vary where necessary.

4.3. **JA** will draft a simplified bar chart of PS for public meeting and **AW** a more detailed version for working purposes.

5. Public meeting

5.1. Publicity

- **JA/VA** to liaise re number of agreed posters and arrange for RC of PC to produce laminated to go on various sites around Parish. [notice boards, shops etc.]
- **TB** to instruct **MT** to send out EBulletin reminder a week before each meeting.

- **VH** to distribute leaflet to various clubs/societies in village as reminder to their members.
- **JA** to contact Jackie Avery to see if there is time to include publicity in Parish News and Views.

5.2.Key Messages: Meeting discussed draft prepared by JA, and **JA** to re-draft to reflect

those discussions. However agreed that 3 main objectives of meeting was to inform

our community about NP, recruit volunteers, and obtain some basic views from our

residents, and ensure we had their backing for the process and cost.

5.3.Agenda

Welcome & Introduction- TB

What is a NP -AW

The Process - BA

Housing - TB

Communication - JA [1st meeting] and VH [2nd meeting]

Community Engagement and Volunteers - DQ [1st meeting] and TB [2nd meeting]

Q & A

It was agreed that all speakers would prepare synopsis of their script and send to JA by Wed 5/11.

5.4.Fact Sheets - to follow the scripts by **JA**

5.5.We would have meeting before 1st meeting to think of possible questions and answers.

5.6.Display Material: **VH** to contact WBC to obtain suitable size and quality maps of Parish Boundary, Ewhurst Village Settlement, AONB, AGLV and Conservation/s Areas [and any other offered by WBC which might be suitable] for display. **DQ** to bring display boards.

5.7.Questionnaire & Contact Sheet

- Agreed would be 2 separate documents
- Contact and Volunteer sheet to be handed to attendees on arrival
- Questionnaire to be handed out on departure
- After much discussion **JA** to re-draft both

- We would also place on website when operational. **BA** said he could offer an inter-active service for this, and **JA** to talk to website contractor to see if that would work with our site.
- Agreed we would use drop-down menus for answers where/if possible depending on questions being asked to make analysis easier. The use of an “other” box would reduce number of items in drop-down box.
- It was agreed that we should print 500 of these documents and **DQ** said he could produce for about 5p a sheet [Subsequent to the meeting **DQ** said he would print 250 as he would have time to print more before 2nd meeting if insufficient]

5.8. **TB** to see if a further provisional booking can be made for village hall in December, in case of excess numbers.

5.9. **TB** to contact shop and Bulls Head to receive confirmation they would be prepared to act as collecting points for completed forms.

6. Website - **JA** and **TB** confirmed we had a basic structure for layout and design, as a microsite within village website. **JA/TB** to contact contractor following his return from trip to obtain logo [needed for posters etc.] and to talk progress. **TB** had asked whether his initial quote for website was still valid as clearly what we have asked for is more complicated than he anticipated.

7. AOB - should any volunteers come onto the SG? We agreed that if they had expertise we lacked and had no conflicts of interest, and would contribute, we should remain open minded on this.

8. Future Meetings [all to be held at Sayers Croft]

- Monday Tuesday 18th November [for Q & A session and final check list on meetings]
- Tuesday 9th December [for assessing public meetings and initial offers from volunteers]
- Monday 12th January
- Monday 9th February
- Monday 9th March

