

MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Small Village Hall, Monday 16 September 2019

PRESENT: Linda Hiscott, Chair; Stuart Thomson; Jerry Parker, Caroline Brady-Watts Eric Benton Chris Ashby Hilary Ashby ,Mark Brooks, Vivien Riddle, Paul Buckley Mary Koukkoulis .

APOLOGIES Sally Chapman

1. **Minutes** of the last meeting were approved.

Copies of the minutes to be sent to the Parish Council.

Action PB

2. **Matters Arising**

Census information Wixams and Wilstead statistics

Action LH

Ongoing

3. **Housing Needs Assessment.**

1200 copies now received for distribution as follows

Caroline – Cotton End Road – from boundary to Chapel Lane and Bridle path

Stuart – Whitworth Way, Armstrong Close and all roads off.

Chris & Hilary from Bridle path and Chapel Lane to X roads and roads off + Church Road

Paul – Bedford Road from X roads to underpass and all roads off

Linda – Luton Road from Church Road to A6 + all roads off but not including Longmeadow Drive, Church Farm Avenue and Oakley Rise

Eric – Longmeadow Drive, Church Farm Avenue and Oakley Rise

Viv – Briar Bank

The surveys to be distributed with the Flyer as soon as available **Action All.**

4. **Flyer**

Draft distributed by Mark. Agreed that it should be amended to emphasise the 2 surveys required . Mark, Paul and Eric to agree revisions and arrange for printing.

Action MB EB PB

5. **Green Infrastructure Survey**

Audit ongoing and progress distributed by Viv

Note: Since completed

6 **Questionnaire.**

Eric reported that 140 plus returns had been made so far.and gave a summary of responses. It was agreed that a summary would be available at the Open Day.

The survey should be sent to all those already on the email list

Action MB

200 Paper copies of the questionnaire will be printed and available to persons without computer access. These will need to be inputted onto survey monkey by Steering group members to allow analysis and evaluation

Action EB MB ALL

7. Open day

Viv outlined the plans for open day.

Provision has been made for catering and for managing children brought to the event.

Some Committee members agreed to bring cakes.

The door would be manned and details taken of all attending.

Hilary would do this from 10.00 -12.30

Barbara Buckley from 12.30 -3.00

A rota is required to ensure there will be proper cover to assist those attending

Plans are required for display

- One set with only the parish boundary

- One set showing the green spaces which should include

 - Existing green spaces

 - Footpaths

 - Sports Grounds

 - School playing fields

 - Allotments

 - Cemetary

 - New community woodland

 - Wilstead woods

Anyone with a laptop was invited to bring them to assist persons to complete the survey on the day

Setting up would be best done on Friday pm Stuart to check with Andy if this is possible provisionally 7.00pm.

Action ST

8. Expenses incurred

A record will be required of all expenditure incurred when accounting for the grant received

Action ALL

9 Next meeting September 30th with the main business to be the evaluation of the open day. Paul to check if the Hall is available.

Action PB

Signed Date.....

Linda Hiscott Chair