

MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Small Village Hall, Monday 15 July 2019

PRESENT: Linda Hiscott, Chair; Vivien Riddle;; Stuart Thomson;;; Jerry Parker Paul Buckley; Caroline Brady-WattsEric BentonChris AshbyHilary Ashby

Sally Chapman

APOLOGIES ;Mary KoukkoullisMark Brooks,;

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

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

Action PB

Matters Arising

- 2 All included in the agenda

- 3 **Census Information**

Linda is waiting for a response from the Borough about separating the Wixams and Wilstead statistics.

- 4 **Project Plan**

Forwarded to the group for information.

Linda is assessing alternative formats. On going

Action LH

- 5 **Housing Needs Survey**

Paul reported that BRCC were instructed. Jemma recommended that the Survey be carried out after the summer holidays. This was agreed and the 2nd week in Sept considered the best time.

The form and the letter were agreed

Action All

The cost of distribution by BRCC was £255 and it was agreed that this would be dealt with by the group.

- 6 **Green Infrastructure Survey**

Initial green space audit to be progressed

Action VR LH

7 Main Survey

A first draft survey was displayed by Eric and Eric took on board amendments proposed and will revise the questionnaire for the next meeting.

Action EB

It was considered important to clarify the parish boundaries and particularly the area between Wilstead and Wixams.

Sally would provide the design questions

Action SC

It would help to find someone with expertise on survey monkey. Paul will raise with Jemma, Linda will check with her contacts and Eric will put a request into Homewatch.

**Action PB EB
LH**

8 Communications/presentation

Agreed it was important to undertake as many as possible of the communication strategy/ presentations before the main village presentation, on 28 September. All to provide dates to Linda of meetings arranged.

Action All

Eric indicated that the Presentation material was available on line on the Village website via a link on the front page or by clicking on the new Section: 'Neighbourhood Plan'

http://www.wilsteadvillage.org.uk/Village/Neighbourhood_Plan.html

The presentation is available via a link at the bottom of this page of the website.

9 Dates of next meetings

19 August

Action All

It was agreed that there would be 2 main items only on the Agenda:

Main Survey

Preparations for the open day on 28 Sept.

Signed.....

Date

Linda Hiscott Chair