

MINUTES OF A MEETING OF
THE NEIGHBOURHOOD PLAN REVIEW
STEERING GROUP
Held on Thursday 20 August 2020



Attending by Zoom – Cllrs D Thomas (Chairman), W Mack, G Vernon, Mrs D Dolley, Mrs Y Scriven

The Chairman apologised because the meeting scheduled for 10 August had to be postponed.

1. The Chairman gave an update on the arrangements made for the Public Consultation to be held from 1 September to 12 October 2020 (6 weeks).
 - (a) A survey form and covering letter, including a summary of AECOM's comments on each site would be sent by post to every household. A pre-paid envelope would be included for return of the survey form to a Box Number. Every person on the electoral roll would be eligible to complete a survey, which would be verified with a name and address. Extra copies of the survey form could be downloaded from the website.
 - (b) There would be an on-line survey, using Survey Monkey, and a copy of the survey form had been distributed. The Parish Council website would include an overview of the process and an extract from the AECOM report on each site. A copy of the full AECOM report would be obtainable from the website.
 - (c) There would be a Public Consultation event on the Orchard on Saturday 12 September 2020 with a marquee and pop up display boards. Copies of the survey form would be available to complete or return later to the butchers. Social distancing in accordance with Government advice will be observed. Visitor details would be recorded for potential Covid-19 tracking purposes. Cllr W Mack would prepare a Risk Assessment. There would also be a banner at the entrance to the village and an A board in the village near the entrance to Fishers Lane.
 - (d) It was agreed that paper copies of survey forms returned would need to be entered into Survey Monkey which would provide an overall summary of numbers and comments.
2. It was agreed that those landowners who did not submit their site direct to the Parish Council should be written to asking their permission to include the site.
3. Landowners who had submitted sites which had not been selected would be notified.
4. **Grant-** A grant had been obtained for £7,450 from Locality. However, costs were likely to exceed estimate by approx. £1,500 due to having to hire a marquee for the Public Consultation, and posting a survey form to every household. The Clerk was trying to contact Locality with a view to procedures for making an extra claim, but the Parish Council might have to bear this additional cost itself.
5. It was agreed that Working Group members and other Parish Councillors should receive a copy of the letter to residents and the survey form, and a full copy of the AECOM report as quickly as possible.

6. Cllr G Vernon indicated his dissatisfaction with AECOM's photographs of the Morton Road site and stated he would have some taken himself.
7. It was agreed that comments were still required from Highways, which would be considered by the Working Group when making a final selection, together with the results of the Public Consultation. It was also agreed that a site visit to each site would take place.