

# North Crawley Parish Neighbourhood Plan Minutes of Meeting

<b>Meeting Held:</b>	The Village Hall, 10 <sup>th</sup> July 2017
<b>Present:</b>	F Flower (FF) (Project Manager & Vice Chair); G Magee (GM) (Parish Councillor); H Beauchamp (HB) (Minutes Secretary and Archivist); A Bell (AB); R Marlin (RM); J Sandall (JS); A Tusting (AT); M Wilson (MW)
<b>Apologies:</b>	M Chinn (MC) (Chair); P Stuart (PS)
<b>Public Observers:</b>	3
<b>Distribution:</b>	The Steering Group; Parish Council; Parish Council website; mailing list
<b>Meeting No:</b>	16

## Agenda item

- 1. Apologies:** Accepted from MC and PS. FF to chair the meeting
- 2. Approval of Minutes:** Minutes of the public meeting on 12<sup>th</sup> June accepted. GM apologised for not yet distributing minutes of the group meeting on 26<sup>th</sup> June. HB will complete these and distribute to the steering group.
- 3. Declarations of Interest:** There were no DOI
- 4. Questionnaire progress:** All agreed that the distribution process on 8<sup>th</sup> July was very well organised and all went very well. Thanks were extended to MW for all his work in managing this so effectively.  
Agreed that where delivery had not yet been made, because residents were not at home, that questionnaires would be posted through the letter box after 2 unsuccessful attempts – the introductory blurb gives enough information as to how to fill it in and return it and there are 2 phone numbers to call if someone wishes to discuss it.



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Completed delivery sheets must be returned to MW by the end of the week; MW will send an e-mail to volunteers asking them to do so. Reminders to complete and return the questionnaires will be placed on the North Crawley Community and Neighbourhood Plan Facebook sites by JS; HB will produce a poster to display around the village. FF has spoken with Prakesh at the village shop, the winner of the draw will be awarded a £25 credit balance in the shop that Prakesh will manage. The draw will take place on 29<sup>th</sup> July.

Arrangements have been made to transfer all of the data to Survey Monkey, an online data collection and analysis tool, at a cost of £29 per month for a period of approx. 2 months. GM agreed that the Parish Council would support this cost. Thanks to AB, JS and to J Cummings for their work on this.

The group discussed collation of the data and the need to ensure security of the data at all times. GM will empty the collection boxes each day and keep the completed questionnaires securely in his possession.

It was agreed that it would require 8 people to be involved in the collation of data; 4 to input data into the electronic system and 4 to check the accuracy of the inputting. As far as possible this should be administered by members of the steering group.

AB will speak to PS to obtain a confidentiality agreement to be signed by those inputting and checking the data. Once received, HB will distribute the confidentiality agreement to volunteers for signing and keep signed agreements securely in the archive.

HB, AB, JS and GM volunteered to input the data, RM, MW and FF volunteered to check the inputting.

AB and J Cummings will test the system with a small number of completed questionnaires to ensure the system works effectively. AB will then meet with the volunteers to plan a work schedule.

## **5. Call for Sites**

Discussed wording for a letter to landowners in the parish, as the Neighbourhood Plan must note any potential areas for development and we must be able to show that landowners have been consulted. MW and FF will draft a letter to send to landowners, FF will contact the Planning Officer to ensure all aspects are covered.

The steering group must also consult with local businesses. The group identified businesses at Hurst End, East End and Brook End; some of the business owners are also residents and so will have already received a questionnaire. FF will deliver to businesses at Hurst End, MW will email A Boswell re businesses at East End.

HB has spoken with owners of the Poultry Barn at Brook End and provided a questionnaire.

**6. Information collection and archiving**

The Neighbourhood Plan is a detailed document that brings together all the information and evidence considered during the consultation process. The steering group must consider a number of areas and report on each area separately in the plan e.g. population, housing, employment, community facilities and heritage.

It is important to keep a record of all correspondence; all documents consulted; all meetings; all responses from residents and other stakeholders and ensure that these are available for scrutiny should that be necessary. HB will keep all records securely in an appropriate format. HB will create a database overview of all documents to make finding and referencing as easy as possible. All confidential information and personal data will be kept securely and only used for the purposes for which it was provided.

Thanks to T Shaw for forwarding to HB e-mail correspondence with utility providers; GM to pass on records of contacts and electronic copies of all previous meetings.

The group agreed to make a start on gathering information pertaining to the history and heritage of the parish. For the next meeting, HB will produce a list of all the listed buildings and AT will meet with the Historical Society and GM will speak to Shelia Bushnell to gather together as much information as possible about the history of the parish.

The group will discuss the areas to be included at the next meeting – FF will provide a list. GM suggested inviting the Planning officer to that meeting to assist with the discussion. FF will invite the planning officer to the next meeting. Tasks can then be allocated to members of the group and target dates for completion agreed.

**7. AOB:**

GM raised the question: are we going to release information from the questionnaire to the parish prior to the plan being written? FF will speak to the planning officer regarding the protocols around publishing this information.

**8. Questions from public observers**

Have questionnaires gone to private landlords who rent out properties in the village but who do not live in the village? MKC was approached by GM for contact details of private landlords but this was not made available. A significant proportion of rented properties are owned by landlords who are also village residents.

T Shaw to be added to distribution list

**9. Date of next meeting:**

14<sup>th</sup> August, 7.30pm in the Village Hall

**Actions:**

1. HB to distribute mins of meeting of 10<sup>th</sup> July to steering group – steering group to amend, as required, and return to HB for completion by 17<sup>th</sup> July.
2. MW to send e-mail to volunteers asking them to return completed delivery sheets by 11<sup>th</sup> July.

3. JS to put reminders on Facebook by 17<sup>th</sup> July; HB to produce and display posters by 17<sup>th</sup> July.
4. GM to empty collection boxes daily
5. AB to e-mail PS re confidentiality agreement – 11<sup>th</sup> July
6. AB and JC to test the system by 17<sup>th</sup> July
7. AB to contact input and checking volunteers to plan work schedule
8. MW and FF to draft letter to landowners and FF to check with the planning officer by 14<sup>th</sup> July; letter to be posted by 15<sup>th</sup> July
9. FF and MW to consult businesses in Hurst and East End.
10. HB to set up archive database – format completed by end of July.
11. GM to pass on contact lists and records of previous meetings to HB by end of July.
12. HB, GM and AT to produce information pertaining to the heritage of the village for the next meeting – 14<sup>th</sup> August
13. FF to invite the planning officer to the next meeting and bring the list of areas to be covered in the Neighbourhood plan to the next meeting – 14<sup>th</sup> August
14. FF to speak to the planning officer regarding protocols surrounding publishing of questionnaire analysis by 14<sup>th</sup> August.