

Minutes
Neighbourhood Plan Steering Group
1st Sep 2015 19.30
Ashperton Village Hall

1. Present – Mark Fry (MF), Jonathan Bills (JB), Nadine Schofield (NS),
Andrew Hammond (AH), Andrew Tector (AT), Rowland Eustace (RE),
Sam Scholefield (SS), Freda Helme (FH)
2. Apologies – Gordon Edwards (GE)
3. Funds - NS confirmed that funds have been agreed and transferred to the
Parish bank account. The Parish Council have been reimbursed for
invoices they paid prior to these funds being available
4. Searches - JB can now go ahead with ordering a copy of Biological
Records Centre Data Enquiry to continue with information for the
background search. £180 has been allocated for this.
5. Project Plan - SS updated the group on how things are developing relative
to the project plan. All tasks are in process that can be at this stage,
though we are running around a month later than previously hoped.
6. Community Consultation NS suggested, and all agreed that we should
set a date for Community Consultation to give enough warning to
potential attendees. All agreed to run this after the Harvest Lunch on
Sunday October 11th
AT will liaise with Colin and Wendy Myles that this is ok. If they are in
agreement then NS will order postcard flyers and send out to all
dwellings in the Parish (as per the questionnaire distribution). Funding
has been allocated for this.
FH will also ensure that the Community Consultation will be advertised
in the next Parish magazine
FH will liaise with Martin ? about drinks and with NS about catering at a

later date

All agreed that Jonathon Lester should be invited to attend, and that Karla Johnson should be updated and involved prior to the meeting.

7 – Questionnaire

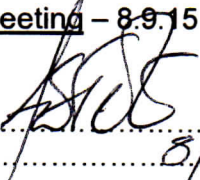

Initial response rate good, around 80 out of 105 completed. A few still need to be collected/returned and each group member will arrange this in the next few days.

We discussed best ways to extract raw data. NS and AT agreed to extract data from closed questions and tabulate accordingly.

Other group members (SS, MF, RE, AH, JB and FH) agreed to transcribe answers to open questions and shared out the questionnaires between them.

SS will email a proforma for these answers to be transcribed on later tonight. Group members will email these transcriptions before next meeting. Common themes and subgrouping where appropriate will be discussed then.

Next Meeting – 8.9.15 at 1930, to work through questionnaire as above.


Signed  Andrew Tector (Chair)
Date 

Sam Scholefield 1.9.15

Minutes
Neighbourhood Plan Steering Group
8th Sep 2015 19.30
Ashperton Village Hall

1. Present – Mark Fry (MF), Jonathan Bills (JB), Nadine Schofield (NS), Andrew Hammond (AH), Rowland Eustace (RE), Sam Scholefield (SS), Gordon Edwards (GE)
2. Apologies –Andrew Tector (AT), Freda Helme (FH)
3. L Watkins letter – NS presented letter from Mr Leslie Watkins stating his desire to propose development of houses similar to a previous proposal in 2006. AH informed us that the application of 2006 was declined and an appeal dismissed on grounds of access/highway safety, and presented the paperwork confirming this. It was suggested that Mr Watkins letter should be dismissed from the neighborhood plan for these reasons. We suggested that a letter should be written to Mr Watkins from the group explaining this. AH is happy to draft this, but all agreed should come from AT as Chairman.
4. Community Consultation SS will email FH on her return from holiday on Thursday to see if Colin and Wendy Myles have agreed this can take place after the Harvest Lunch on Sunday October 11th. When time and date are confirmed, NS can order postcard flyers and send out ASAP to give good notice.
- 7 – Questionnaire During the meeting, answers to qualitative questions were split between group members who then discussed common themes and sub grouped where appropriate. NS, MF, and JB tackled 1.3, 1.4, 1.5 and 1.8. AH and SS – 3.9, 3.10, 3.11 and 3.12. RE and GE – 4.5, 4.5 and 5.3.
RE and MF will type these up and email to SS who will put all of this data extraction into an excel document.

Next Meeting – 22.9.15 1930

Signed  Andrew Tector (Chair)

Date..... 22/9/15

Sam Scholefield 8.9.15


Minutes
Neighbourhood Plan Steering Group
22nd Sep 2015 19.30
Ashperton Village Hall

1. **Present** –Jonathan Bills (JB), Nadine Schofield (NS), Andrew Hammond (AH), Rowland Eustace (RE), Sam Scholefield (SS), Andrew Tector (AT), Freda Helme (FH)
2. **Apologies** – Mark Fry (MF),
3. **Matters arising from minutes from 8.9.15** – We further discussed Mr L Watkins (LW) letter. AH informed us that the expression of interest can't be dismissed outright as it is nearly 9 years since the previous declined proposal (Jan 2007). AH has drafted a reply letter to LW to state that his interest would be considered though is unlikely to be accepted due to reasons mentioned previously.
FH happy to sign and send on behalf of the NP group, all agreed this was good idea.
4. **Grant spend** – NS reminded the group what monies have been allocated from the NP grant. Up to £500 for community consultation, £180 for searches and £150 towards website. Plus village hall booking fees. NS reminded us that any money not spent by the New Year would have to be returned and resubmitted for.
- 5 – **Questionnaire and Community Consultation** - we discussed how best to show results from the questionnaire for the consultation. AT is happy to collate the qualitative and quantitative data analysis together. We agreed we should have:
 - Paper copies of all results in raw format for numerical answers and pie charts for qualitative answers. This is for people to read at consultation/take home. AT to do.
 - Large version of pie charts and tally charts/bar charts for questions 3, 5 and 6. AT to do

- Evidence of background search results so far. JB to compile and print out
 - Large copy of up to date project plan. SS to do and print
 - Large Maps of parish x3 for attendees to label where they would/wouldn't like developments and where they have land they wish to develop – FH to do
 - Large cork boards for charts to be pinned to. NS to buy.
- AT will contact Cargills to check if they have any future development plans that may need to be considered.
 - NS will post out all invites to all Parish residents and land owners plus Jonathon Lester and Karla Johnson, and will also liaise with Karla prior to the consultation re anything else we should involve.
 - NS to compile suggestion cards and box for anonymous suggestions on the day.

Project Plan – nothing else to add

Next Meeting – 6.10.15 1930 to finalise plans for the community consultation on the 11.10.15

Signed  Andrew Tector (Chair)

Date 6/10/15

Sam Scholefield 22.9.15

Minutes
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22nd Sep 2015 19.30
Ashperton Village Hall

1. **Present** –Jonathan Bills (JB), Nadine Schofield (NS), Andrew Hammond (AH), Rowland Eustace (RE), Sam Scholefield (SS), Andrew Tector (AT), Freda Helme (FH)
2. **Apologies** – Mark Fry (MF),
3. **Minutes of meeting on 22.9.15** – agreed
4. **Matters arising** - none
5. **Community Consultation**– AT is arranging printing off of questionnaire responses. FH has obtained 10 large copies of OS map for £3 each. AH has brought in large frames aerial photo of Parish.

NS has borrowed display boards from Tarrington PC and has made suggestion slips and box. We all stayed behind at end of meeting to put these up around Village Hall, those who can, will meet on Sat at 10am to put up display material.

AT is happy to do an introduction announcement. The rest of the afternoon will be an informal information sharing process. The aims of the consultation will be to inform residents of what stage the NP is at, answer their questions and confirm who has land they wish to be considered for development within the next stage of the process.

NS spoke with Karla Johnson (KJ) but gained no further advice on how to conduct the community consultation. KJ informs us that she has a 'bit of kit' that can help with the next stage of plan development, which she (KJ) hopes to bring to our next meeting.

All agreed that leaving a few copies of completed neighborhood plans

at the consultation will be a good idea. JB left Brilly's, SS will look for Bosbury's, and other members will find what they can.

AT contacted Faccenda (Poultry farm – not owned by Cargill), and is awaiting email response re any potential development plans.


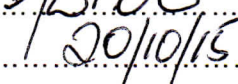
5 – **Project Plan** – SS has updated this and printed large copies to display at the consultation, and discussed the next few stages of the plan.

6 – **Core Strategy** – nil new to add at this stage (AH)

7 – **AOB** – JB discussed evidence base, and requested this be a regular section on agenda. Archaeology report should arrive next week. JB spoke to KJ who directed him to Hoople for evidence gathering though he is also looking for alternative, cheaper ways to obtain this data (ie going to organizations direct, internet etc). JB has written spread sheet of evidence needed/obtained and what will be needed for the draft plan. JB also pointed out re funding for this process, that the need for some searches may not become apparent until further stages of the plan.

AH showed the group a copy of the recent Ashperton settlement boundary of 1998.

Next Meeting – 20.10.15, (Community Consultation 11.10.1

Signed  Andrew Tector (Chair)
Date 

Sam Scholefield 6.10.15