

Meeting	8	
Meeting Title:	Neighbourhood Plan Working Group	
Date:	18 th February 2016	
Venue:	Holwell Village Hall	
Attendees:	Sally-Anne Holt (Chair Holwell Neighbourhood Plan Working Group) Steve Atchison Rodney Antell Patrick Constable Phil Curtis Jo Edmondson Colin Evans Robert Hole Dave Hollex Peter Macfarlane Bob Pearce Libby Wilton	SAH SA RA PC PhC JE CE RH DH PM BP LW
Agenda:	1 Apologies 2 Opening Remarks 3 Notes of last (7 th) Meeting – January 2016 4 Aims and Objectives of Village Open Meeting 5 How do we advertise the forthcoming Village Open Meeting? 5.1 What do we need to produce? 5.2 How do we distribute / issue it all? 5.3 Who does what? 6 What is the format/running order for the Village Open Meeting & what do we need to prepare for the day(s). 6.1 What's the agenda? 6.2 What do we need to prepare? 6.3 How will things be set up / displayed? 6.4 Who does what? 7 Date of Next Meeting 8 AOB	

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1. Apologies

Sue Crosby (SC), Neil Peirson (NP), Katrina Wall (KW), and Bruce Duncan (BD) were unable to attend.

2. Opening Remarks

SAH opened the meeting and thanked attendees for coming. Copies of the agenda were made available. SAH said that copies of meeting notes and other relevant documents were being put on the website.

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3. <u>Notes from 7th Meeting (25th January 2016)</u>	
The notes from the previous meeting were accepted (see Appendix A).	
4. <u>Aims and Objectives of Village Open Meeting</u>	
The aims and objectives of the Village Open Meeting were discussed.	
It was felt that a number of people would be aware of the earlier work on the Neighbourhood Plan, and so we would be reconnecting with them, as well as advertising the Neighbourhood Plan work to those new to it.	
The key message would be that the Neighbourhood Plan is “yours”, that it was for the village, and being carried out on behalf of the Parish Council.	
PM said that we should aim to explain what our remit is. BP pointed out that we need to explain where we are in the process, and what the effects of a Neighbourhood Plan might be.	
RH pointed out that we need to explain it in a way that people can understand. PhC said that we can't ask people to absorb too much too quickly.	
SAH agreed that we need to explain what the Neighbourhood Plan includes and what it excludes. And that we must explain the process, and expected timescales. JE added that the importance of the Local Plan should also be explained, and perhaps that much could change as a result of government updates. RH said that we must explain that it will be a long term process.	
5. <u>How do we advertise the forthcoming Village Open Meeting?</u>	
5.1 <u>What do we need to produce?</u>	
It was agreed that a key requirement would be a poster/flyer that could be displayed and distributed in time for the Village Open Meetings. Some examples from other villages were distributed and their strengths and weaknesses were discussed.	
In general it was felt that there were a lot of good elements in these examples (allowing for information that was not relevant for Holwell). It was agreed that ours should not be too wordy, but should aim to get the key points across. It should also offer help with transport, if possible, and say that some kind of refreshments would be available (details to be decided on later).	
SA and SAH said that they'd draft this.	
5.2 <u>How do we distribute / issue it all?</u>	8-1 SA/SAH
The means of advertising the Village Open Meetings, discussed at the last Neighbourhood Plan Working Group meeting, were reviewed.	
<u>White Hart Vale Community Magazine</u>	
PM explained that the magazine will be distributed at the beginning of April / end of March. SAH said that the deadline for putting in an announcement would be the 10 th March. However, it was felt that this would suffer from	

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being limited by the space available to do this.

Poster

The poster would be to be put up on the village's two noticeboards, and elsewhere as appropriate, as an A4 size poster. LW said that we should also put one or more posters up at the Village Hall itself a couple of days before the Village Open Meetings.

Flyer

PM explained that, if the flyer is to go in the White Hart Vale Community Magazine, it would need to be available at least a week before distribution. This would be at around the end of March / beginning of April; 181 copies of the magazine are distributed.

SAH said that we could hand deliver copies of the flyer, perhaps about a week later, so around the 7th of April. Members of the Working Group volunteered to deliver the flyers to houses in the village – the allocation of streets and areas was discussed (see Appendix B).

It was agreed that, in addition, the flyer would be put in locations for display / distribution, such as the Bishops Caundle shop / garage, Kings Stag garage, or Hazelbury Bryan.

Village Website

PM suggested that details of the Village Open Meetings should be announced on the Parish Council website, on the Neighbourhood Plan page and on the first page.

6. **What is the format/running order for the Village Open Meeting & what do we need to prepare for the day(s)?**

6.1 **What's the agenda?**

The format for the two Village Open Meetings was discussed. It was agreed that both the Thursday and Saturday meetings should have the same format.

PhC suggested that we advertise the start times only, to encourage people to come for the beginning and so catch any presentation we give, and to avoid an open ended meeting. Start times were agreed of 19:30 for the meeting on Thursday 14th April and 10:30 for Saturday 16th April.

JE suggested that there should be an initial opportunity, of perhaps 15 to 30 minutes, to look around the hall and exhibits, before a formal introduction / explanation of the Neighbourhood Plan.

SAH said that she would aim to provide an introduction and give the aims of the meeting. She also said that Diana Gibbs, Vice Chair of the Parish Council would be present, to help with this. SAH also said that Terry Sneller, from WDDC, would be able to attend on Thursday evening but not on Saturday morning. He would be able to give a short presentation – SAH asked if anyone might be able to provide a projector for this; DH said that he

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would be able to. SAH said that she would give the presentation on Saturday, in Terry's absence, though she thought that it would be better if we could have someone from WDDC.

During and after the presentation and introduction, we can expect questions. JE thought it would be better if we could keep these to after the presentation, and CE warned that we should be careful about giving amateurish answers. SAH thought that we should stick to providing succinct answers.

After this there would then be some time for people to look around at information and exhibits set out in the hall, and provide comments on these and their thoughts on Holwell and the Neighbourhood Plan.

PhC suggested that Terry might be able to advise on the format for the meeting.

6.2 / 6.3 What do we need to prepare? / How will things be set up / displayed?

There was a discussion about the things that we need to provide at the Village Open Meetings. Those identified included:

- Maps showing the area, and especially the Parish boundary. BP said that Snooks could get these scanned to A0 size, and put on a slide if necessary – SAH said that we could then put them on the website. Details of street and properties in the area would also be useful.
- Copies of Neighbourhood Plans for other areas, such as Loders; PhC suggested having a list of other places in SW England that are developing Neighbourhood Plans.
- PhC suggested that we have diagrams showing the Neighbourhood Plan process, and suggested using those in the Neighbourhood Plan Roadmap Guide. SAH agreed that this would be useful, though she felt that the roadmap guide diagrams are too complex – she could provide simpler ones.
- Similar meetings in other villages have had information on boards, tables and walls. It was felt that the tables and walls were not looked at, and that easels would be better. CE offered to provide some easels.
- A means of providing feedback, such as suggestion boxes for anonymous comments on feedback forms, and boards with post-it notes to capture likes and dislikes.
- LW suggested that we have handouts that could be taken away, summarizing what people had been told. SAH suggested adding a list of Frequently Asked Questions (FAQs) and their answers, and BP thought that a map could also be added to this. SAH said that we would need to brainstorm these FAQs to identify the most probable questions.
- PhC suggested that a map showing the community 50 to 100 years ago would be useful, to show that things change.

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6.4	<u>Who does what?</u>
	<p>It was agreed that we should aim for as many of us to be at the Village Open Meetings as possible. One problem identified was that people may use the opportunity to complain / comment on non Neighbourhood Plan issues, that should really be addressed by the Parish Council. It could be useful to list key Neighbourhood Plan issues.</p> <p>SAH said that we would have at least one Parish Council representative there who could pick these up. RH pointed out that we should, nevertheless, stay focussed on the Neighbourhood Plan.</p>
7.	<u>Date of Next Meeting (DONM)</u>
	<p>The next meeting is on Thursday 17th March 2016.</p> <p>It was agreed that we should try to use this as an opportunity for a dummy run / rehearsal for the Village Open Meetings. BP said that if there was anything that we needed for this meeting we should flag it up about a week beforehand.</p> <p>The question of a meeting date after the Village Open Meetings was raised, together with next stages in the process. SAH said that we will need to collate the input and results and present to the Parish Council, for review with respect to feasibility. Then we would develop the Neighbourhood Plan from there.</p> <p>So, for example, through the consultation phase we might identify 20 sites that could be suitable for housing or other development. We are then required to undertake an assessment of each site and when we review the information with the Parish Council, we may decide to go ahead with all sites or a lesser number, taking into account the Local Plan conditions for Holwell. Throughout the preparation process, we will consult with the village residents. This may be through more meetings, surveys, questionnaires etc. until we have a draft plan.</p> <p>We then submit our plan to the Local Planning Authority for approval, they then get an independent assessor to review the plan, following which we may need to reassess and rewrite the plan. Ultimately there would be a referendum on the final version of the Neighbourhood Plan.</p>
8.	<u>Any Other Business (AOB)</u>
	<p>CE checked that easels could be stored in the Village Hall after the 17th March.</p>

Appendix A - Notes of last (7th) Meeting – January 2016



NP Mtg 07 Minutes
25 Jan 2016 Issue_1.

Appendix B – Details of Comms Agreed



Details of comms
agreed at meeting 1