

Beckford Parish Council

Minutes of Neighbourhood Plan Steering Group Meeting held in Beckford Village Hall on December 4 2017.

1. **Record of Attendees**

Steering Group: Councillors: Nicholds, Colvin, Mantle. Residents: Paul Worrall (LB), Daniel Atiyah (B), John Colvin (B). Secretary: Graham Galer.
Members of the Public: None.

2. **Apologies for absence**

Nigel Hasted, Martin Spice

3. **Minutes of last meeting - October 30 2017**

Previously circulated and displayed. Approved by the Steering Group and signed by Cllr Nicholds.

4. **Confirmation of Graham Galer's appointment as secretary**

This was unanimously confirmed

5. **Receive updates from Steering Group members**

a. **Identify assets and designation**

David reported that draft lists of assets had been produced now for each of Beckford and Little Beckford and placed in the evidence folder for review in due course. Nettie confirmed she'd sent Martin a draft list for Grafton for his review.

b. **Agree NP boundaries**

Paul had spoken with representatives of the Overbury Estate. It was agreed to set up a meeting with them to discuss whether they were amenable to adding land to the west of Beckford Village to our NP area. **Action: Paul**

c. **Review existing plans and strategies**

Dan's review is ongoing. David noted that we recognise the need to ensure that the draft NP, when prepared in due course, will need to be consistent with the NPPF and SWDP and it's useful that Dan is accumulating information at this stage to help us prepare.

6. **Survey**

a. **Update on comments on draft survey**

John reviewed the headlines of the survey as he now proposed them; this would be expanded with appropriate tick boxes under each headline. Paul recommended that a free text block should be added to the survey so that people could add specific individual comments. John suggested that further surveys should be carried out on transport and other topics. David passed his own detailed notes to John, and thanked him for his excellent work.

SG members should send John comments on the principles of the survey within the next seven days, and comments on content within seven days after that (in order to meet the objective of sending the survey out between Christmas and New Year). **Action: All**

There was discussion as to whether the survey should be anonymous or not: John felt that this was important for achieving the best results.

It was agreed we should seek to have the survey completed online as much as possible, to make it easier to assimilate the information, with paper-based forms available from SG members for those residents who don't have internet access.

David agreed to prepare a letter introducing the survey, which he would send to everyone in the NP area will have a copy of the letter. **Action: David**

b. Review of comments made at the Exhibition

A copy of the comments made was circulated. Paul pointed out that all attendees at both sessions of the exhibition were from older age groups. It was important to gather opinions from younger people.

c. Review of draft flood questionnaire

The principle of asking flood-related questions in the survey was accepted, although the detail of the draft questionnaire was not discussed

d. Appoint SG member/committee responsible for finalising survey text

Covered under a. above

e. Agree dates for issue, follow up and collection of survey

It was agreed that we should aim to issue the survey between Christmas and New Year.

7. Invite further volunteers from other Community attendees.

There were no other attendees

8. Agree date of next meeting

Monday January 8 2018 at 7pm