



# Walkeringham Neighbourhood Plan

## Steering Group Meeting

### Minutes of the meeting held on 13 July 2016

Walkeringham Village Hall

Present: C Howard (Chair), A Hayward (Co-ordinator), D Dilly, I Heath J Roberts, S Beard, G Crossland, P Covill, S Spencer, G Oxley, R Wormald, M Vessey (part), James Green (BDC)

#### 1. Chairman's Remarks

The Chairman welcomed everyone to the meeting

#### 2. Apologies

Apologies were received from D Edwards, R Capp, R Hooton and D Johnson

#### 3. Approval of Minutes

The minutes of the meeting held on 1 June 2016 were approved.

#### 4. Initial Feedback from Consultation Events

A Hayward gave a brief summary of the three consultations events at the village hall, on the playing field and at Walkeringham Primary School

R Wormald had started the process of collating the information. Some 50 questionnaires had been completed.

A reminder to be sent out to residents for any outstanding questionnaires to be sent back as soon as possible.

R Wormald to circulate the analysis asap.

#### 5. Steering Group Training

Helen Metcalfe MRTPI, Director of 'Planning with People' had been approached to give the group some advice on the services she could offer in terms of training and production of the draft plan. Helen is experienced in this field and has worked closely with a number of local parishes. It was agreed to arrange a meeting with her for Thursday 8 September.

#### 6. Update on Grants

The grant from Locality had now been approved and monies received. The breakdown of the grant is as follows:

Consultants Production of Draft Plan:	£4,000
Training Sessions:	£1,000
Printing and Consultation:	£1,000
Mapping	£ 500



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The grant is required to be spend within 6 months

### **7. Next Steps**

Second Questionnaire

C Howard reported that he had met with an independent Market Research Company call Osiris ([www.osirismr.com](http://www.osirismr.com)). The company had worked on a few NH Plans including Mattesey. Their primary task was to produce a professional looking questionnaire and data analysis. A copy of their questionnaire was circulated for reference. The cost of this service would be around £1,000. It was agreed to progress with this.

A meeting date of Thursday 21 July at 6.00pm was agreed. The purpose of the meeting would be to analyse the data for the first questionnaire and to discuss and agree the format of the second questionnaire. A Hayward to find other sample questionnaires for comparison.

### **8. Declarations of Interest**

Some declaration of interest forms had been completed and returned by members. A Hayward to provide copies of the form to those who hadn't yet received a one.

### **9. Items for the next agenda/Date of Meeting**

As mentioned above.

Meeting closed at 8.45 pm

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Chairman

Date: