Three Parishes Neighbourhood Plan Steering Group Meeting Monday 13th January 2020

held at Norton in Hales Village Hall starting 7.30 pm

Present:

Representatives of the Three Parishes:

Adderley – Paul Nash, Keith Mycock, Marius Coulon and Ken Greetham

Moreton Say – Chris Dutton, Geoff Turner and Kristian Snelling,

Norton in Hales – Ian Sadler and Nick Edmunds

Dave Shaw - Independent Chair

Renee Wallace - SRCC

Jane Evans – Clerk to the Steering Group

1. **Welcome, Apologies and Introductions**

Dave Shaw welcomed everyone and apologies were received from Peta Smith, Penny Tresadarn, John Cole and Peter Eardley.

1. **Notes from the Last Meeting on Wednesday 20th November**

Prior to the meeting these notes had been circulated to all steering group members. They were agreed as accurate and there were no matters arising that wouldn’t be covered by agenda items.

1. **Update re Housing Needs Assessment and Housing Needs Surveys**

Prior to the meeting Paul had circulated a copy of a Shropshire Council’s Right Homes Right Place survey and the advantages/disadvantages of using this, in addition to the Big Question survey, were discussed.

Paul suggested that there was a certain amount of overlap with questions and so two surveys may confuse people and also, he wasn’t sure what value it would add. Renee confirmed that she could not see that there would be any added value in doing the RHRP survey, it would confuse people and may not engage with everyone. She added that it would be geared towards Affordable Housing as this is what Shropshire Council is interested in and has a statutory obligation to provide it.

It was unanimously agreed that Paul would contact RHRP to advise them that the group did not want to take this option forward at this stage but would share with Shropshire Council any data which they receive in response to the Big Question survey.

Geoff advised the meeting that he was not certain that the Housing Needs Assessment, which is desk top review of all published factual information, would be undertaken by Locality as it was not clear from their correspondence but he will contact them again.

Action: Paul to liaise contact RHRP as above.

Geoff to liaise with Locality regarding the Housing Needs Assessment.

1. **The Big Question Survey**

Nick advised the meeting of the process of putting together the first draft of this survey, which he had circulated for everyone to peruse prior to the meeting. There was a full discussion regarding all aspects of The Big Question survey and the following points were agreed:

* There would be one survey per household, with further surveys and on-line surveys available.
* It was hoped that a lot of the surveys would be hand delivered to the residents with the same volunteer collecting them a few weeks later.
* There would need to be a big publicity campaign just prior to the surveys going out, which would include Village Meetings, websites, social media and local publications.
* The comments received from residents at the Open Forum meetings need to be addressed in the survey and Renee suggested that someone from the group needs to check this.
* Renee will use the first draft that Nick compiled and input this into the SRCC software next week and liaise with Nick and Ian in this.
* The survey document will include background information about the three parishes in it and this part is not something that Renee will be dealing with.
* The back page of the survey document will be perforated so that the person completing it can be entered into a prize draw. Each parish will donate £100 which will be used to purchase Shopping Vouchers for the prize.
* The survey documents would not need to be numbered.
* The activity of the Steering Group needs to be published to keep up the momentum of the project.
* There will need to be a GDPR statement in the survey document so that it compiles with the Data Protection legislation.
* The actual launch of The Big Question survey will be delayed slightly compared to previous estimates, to avoid the Easter holidays, so it will go out to residents in Mid-April.

Renee also advised that she had reconciled what the group had paid SRCC and her support with the survey, the hosting, data input, analysis of the results and the freepost return method had already been paid for.

Action: Renee to liaise with Nick and Ian to work towards next draft of The Big Question survey.

1. **Latest Document from aPT**

Renee advised the meeting that having looked more into this she now realises that this further documentation from aPT is not required yet, it will be available after the survey analysis.

1. **Any Other Business**

There was no further business

1. **Date of next meeting** It was agreed that the next meeting would be Monday 10th February at Morton Say Village Hall at 7.30 pm.

Action: Jane will liaise with the booking clerk for Village Hall to book the venue