

East Hagbourne Neighbourhood Plan



East Hagbourne Neighbourhood Plan (EHNP)

2nd Steering Group Meeting, 8:00-10:00pm, 22nd March 2016, 12 Main Road

This meeting was convened to organise the NP launch event which is set for Friday 6th May at 7.30pm in the Village Hall.

1. Attendance and apologies, declarations of interest

The meeting was attended by

Crispin Topping (Chairman) plus

Bill Barksfield ; Sally Barksfield ; Andy Barmer ; Frances Clay ; Iain Duff ; Anne Dunsdon ;

David Rickeard ; Justine Wood ; Marcus Wood

There were no apologies or declarations of interest.

Anne said that Mike Mulligan remained interested, but his participation would be limited by pressure of work.

2. Minutes of last meeting and actions arising

The minutes were approved with the addition of Frances Clay as a leader for the Road Safety & Transport sub-group.

All the Actions had been completed

- Ask Lucy Dalby (Parish Clerk) to chase SODC again - DONE
- Book large and small halls for 6th May - DONE. Crispin queried whether a 7:15pm start was early enough - TO BE REVIEWED
- Circulate key information to all members - DONE

Marcus agreed to join the housing policy group.

Andy and Justine will lead Communications activities.

3. General update

Crispin advised that an expression of interest had been put in to the Locality web site in preparation for applying for a grant. The application for had been reviewed by Crispin and David and it was apparent that before applying we would need to develop a detailed plan of the steps to complete our NP since we need to explain exactly how we will spend the money. There is a cap on the total funds available, but these can be requested in stages - money granted must be spent within 6 months.

Crispin reported on the NP workshop the previous week. Discussion had been useful, but SODC did not seem to have our application on the radar and had not yet given full designation for our Plan (*oddly, they have since approved a grant of £5000 - the problem seems to be lack of staff*)

4. Planning for Launch Event / Policy Ideas Workshop, Friday 6th May

- a. Workshop objective - how will we know we have succeeded?

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This meeting is to gather information on the views and priorities of the community. We want to gather everyone's ideas and concerns - we don't expect to address them or come up with solutions at this meeting. In particular, we want to know if we have included all the areas of concern in our five policy areas. Key questions are:

- What is important to you in our community today?
- How would you like it to be in 20 years time?

We will succeed if we get a good attendance from a cross-section of the community, lots of interest, and stacks of pertinent comments that can be written up to shape our future work. We want everyone to be talking about the NP.

A further objective is to recruit 2-3 people to join each policy group.

b. Format for Workshop

Crispin outlined an overall plan for the meeting. We will start with a short introduction by Crispin and the leader of the five policy areas to introduce the process, explain that the NP is policy based, and outline initial ideas and uncertainties around the five policy areas. Policy Group leaders will work on a single slide to introduce their area including what we know, where we want information, areas of uncertainty.

Following that we will ask people to join a policy group around one of 5 large tables. Discussion will be captured and written comments collected. Crispin presented a draft comment sheet we can ask people to complete. This will also serve as a record of who attended. It is considered good to have comments written down as much as possible to avoid ambiguity and also to provide evidence of the consultation. People can move around and contribute to more than one policy area

Ideally we would like to gather at least headlines from each discussion and feed back at the close of the meeting (9pm), but there was concern that the timing might be very tight. Certainly we need to write up all the comments after the meeting as a basis for moving forward.

It was suggested that post-it notes would be a useful supplement for people to write additional comments. We would like people to declare who they are when commenting, but do not insist on it.

We will provide each policy group with a block of 3 tables. Group leaders will manage the discussion and recording of comments in their groups.

c. Invitation leaflet- wording/design

We need to reach out in a positive way to the whole community so plan to deliver a flyer to every house in East Hagbourne. Crispin presented a first draft. We agreed that it needed to make it interesting to the recipients, tell them we wanted their ideas, and that it was part of an ongoing process. Andy agreed to come up with a design using a simple message on the front with some explanation about NPs on the reverse.

d. Publicity

Justine will coordinate a hand delivery of invitations to every household and allocate streets/areas to individuals. This distribution is planned over the weekend of 2nd-3rd April. There will be a follow-up circulation at the Fun Run on 2nd May and copies distributed through the Fleur, shop, school etc. We will also produce a banner and posters. David asked that where possible, invoices were made out in the name of East Hagbourne Parish Council even if the immediate payment is being made by a Committee Member.

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This will all be complemented by posting in the Parish Magazine, EHNP and village web sites, MtGG, Facebook. We will inform West Hagbourne through their Parish Council

e. Methods for receiving public input

We want to get input from as many people as possible including those who cannot attend the meeting. We should encourage comments to be in writing to avoid ambiguity and accept comments through multiple channels including the village shop and email.

We agreed to concentrate web activities on the EHNP web site and to use an email address on that site to receive comments and queries. Andy will set up and once this is done, David will close the EHNP email address on the village web site.

f. Any other ideas /additions?

We should not forget the need to involve younger members of the community - this should be a special effort following the Launch Meeting.

Marcus pointed out that the NP would merge into the developing SODC and Science Vale plans so would be influential. Andy encouraged the village to be assertive in stating their views.

5. Next steps

We discussed how the information gathered would be shaped into a plan. In some cases we may have sufficient information to start forming draft policies, but in other areas we would need to wait for more information including professional surveys. This was particularly evident in the case of Housing Needs where the views of current residents and those who have interests in the village but may live outside were considered.

Crispin said that he had talked to Community First who offered a service to carry out housing needs and other surveys. The cost depends on how much we do ourselves. David said that even if we contract the survey execution, we need to be strongly involved in shaping the questions asked. Completely delegating the process would result in a box ticking exercise.

All of this brings us back to the need to work out a detailed road map to produce our NP including professional input where needed. The outline provided by Charlotte Colver might be a good starting point.

ACTION: Start work on a detailed plan - Crispin & David to lead and call a meeting to discuss when ready.

We should aim to be ready to move forward as soon as possible after the Launch Meeting so that we can hold another meeting, perhaps in June, to give feedback on progress, even if we cannot come up with draft policies at that time

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