

BETLEY, BALTERLEY & WRINEHILL NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting of 25th August 2016

27. PRESENT:

John Bailey, Joe Berman, Robert Bettley-Smith, Michael Covell, Richard Head, Mick Padmore.

Gwyn Griffiths.

28. APOLOGIES

Robert Beddis, Seb Daly, Tricia Gee, Bill Rogers.

28/2 There was discussion regarding the different levels of involvement by residents, and it was suggested that there should be separate e-mailing lists for core group members, and those who had indicated a more general interest.

ACTION POINT: GG to draw up lists.

29. MINUTES

Minutes of the meeting of 9th August were approved as a true record and signed by the Chairman.

30. MATTERS ARISING

30/1 GG would seek to redraft the covering letter for organisations.

30/2 RH was trying to arrange to meet with Graham Bibby re Keele's experience. JBe had provided a copy of the Local Plan for use in relation to the Roadshows.

31. PROGRESS AGAINST PLAN

31/1 It was agreed that the Progress Against Plan (PAP) should be circulated with the Agenda and Minutes for Steering Group members.

ACTION POINT: JBe and MP to review the structure of the PAP document.

ACTION GROUP: RH and GG to draw up the e-mailing lists.

ACTION POINT: GG, MC and IW (if willing) to report on Funding to the next meeting.

ACTION POINT: MC to review feedback forms including from the Final Roadshow.

31/2 It was felt that an online survey option might be helpful, possibly using a template such as Survey Monkey or an App.

ACTION POINT: JBa and JBe to discuss potential App with TBe.

31/3 JBe will continue to seek a meeting with Howard Cartwright re a Housing Needs Assessment.

32. COMMUNITY ENGAGEMENT

32/1 There had been a small attendance at the final Roadshow.

32/2 It was suggested that The Swan might be an appropriate location for a display/exhibition re the Plan.

32/3 Progress was urgently needed on drawing up a list of community groups/ businesses and on a brief presentation which would be appropriate. Thought should also be given on how

to reach 'hard to reach' groups e.g. the East Lawns area; the agricultural community; young people.

ACTION POINT: RH to arrange a Roadshow at East Lawns.

32/4 JBa highlighted the need to have an evidence base of community engagement which he felt could now start to be put together; **he was prepared to start this as an ACTION POINT.**

32/5 There was a need to further review and refine the Questionnaire.

ACTION POINT: Q'AIRE GROUP to review and benchmark to other areas' efforts.

32/6 MP suggested that a 'ready to print' Questionnaire should be in place by mid September. The following issues needed to be clarified:

- A) Questions (and answer options);
- B) Response - by household or by individual;
- C) How to engage 'hard to reach' groups;
- D) Method of distribution and response: paper/ electronic/ freepost return?

33. FINANCE

ACTION POINT: GG to lead on drafting report to next meeting.

34. DATE OF NEXT MEETING(S)

Steering Group - **Thursday 15th September 7.30pm.**