

Draft Minutes of the Dunsfold Neighbourhood Plan Steering Group held on Wednesday 6th December in the Nugent Room at 7pm.

Neighbourhood Plan Steering Group

Alastair Bentall
Ginny Fraser
John Gray
Lynne Hamill
Steven Haines (Chairman) (part of meeting)
Bob Lees
Rob Nunn
Julia Quaile (Secretary)
Larry Westland
Richard Woof (in the Chair)

In Attendance

Roy Enticknap

Apologies

Celeste Lawrence

1. Minutes of the last meeting

The minutes of the last meeting were agreed.

In future the draft minutes will be circulated for comments, SH will approve them and they will be put on the village website immediately.

2. Grant application result and technical assistance from AECOM

LH said we had a grant of £3,126 offered from the 24th November 2017, the money was not yet in the account as the due diligence form is still to be completed. We have slightly less than asked for as they declined to pay for the Housing Needs Survey by Surrey Community Action as AECOM will do this for free.

The person from AECOM appears to be well qualified. AECOM will also help with the analysis of sites. JG asked if there were any aspects of the neighbourhood plan that were not covered by the grant e.g. banners. LH said a banner had been budgeted for and undertook to distribute a note setting out what was covered.

3. Call for volunteers results

RW said only 2 names had come forward – Shaun Devoto and Gary West. SD had a career in the Navy and is experienced in project management work. GW works in the construction business. RW said he would discuss with Shaun Devoto his role and the communication engagement group would contact Gary West.

4. Progress on the community engagement strategy

AB has collated a list of village societies and contacts; RE is putting together a list of businesses based in the village.

RN has produced a press release to go out with the call for sites.

RW said we must engage with the community and explain the importance of the neighbourhood plan, the call for sites and the surveys. LH said the plan is primarily about the housing although other topics would be covered. RW said most of the work for the call for sites will be done by AECOM.

The call for sites notice was issued on 4th December and has a deadline of 15th January but states sites will be considered after this date. LH said it was necessary to put a deadline but we can accept sites after this date, although there will be a cut off eventually depending on AECOM's availability.

The community engagement group will work on a plan for communicating to the village through the different stages of the neighbourhood plan.

It was agreed to have a logo for the Neighbourhood Plan Steering Group.

5. Call for Sites distribution

It was decided to have a large banner about the call for sites placed outside the Winn Hall. RN is going to produce this. If the budget allows there will be a smaller banner that can be moved around the village and put temporarily in strategic places such as the cricket pitch.

It was decided the communications group should have a check-list of methods of communicating with the village every time something is sent out such as the e-News, website, Dunsfold Facebook, etc.

It was agreed there would be a meeting with GF, SH and Mike Barley (as Chairman of the shop's management Committee) to talk about the shop's role in the neighbourhood plan. It was suggested a box could be set up for collecting responses to the housing needs survey and any other things as they arise.

The distribution by mail will be postponed until after Christmas and before the New Year; GF will liaise with Annie.

It was agreed a village meeting will be held on Wednesday 24th January from 4pm – 9 pm. RW said research showed it was better to have an informal meeting with groups talking to people who could drop in rather than a formal gathering.

6. Engagement log template

TW has agreed to keep an engagement log, this will keep a precise record of all communications in relation to the neighbourhood plan. It will take the form of a template which records the type of communications (flyer, poster, etc.) when it was delivered / distributed to how many, responses, etc.

7. Storage of plans and documents

RN agreed to set up a P cloud account for storing documents. It was suggested that SD works with TW on this.

8. Survey of non-housing needs

BL has circulated the draft survey of non-housing needs and asked for feedback from the group. It will be a survey to be completed by every household and if individuals wish to fill in their own they can. RE was against prizes being awarded for filling in the survey and LH was unclear how prizes could be funded. SH emphasised the common is sacra cent and not for developing.

It was decided a small group of people would test the survey before being sent and Derek Gardner would be asked for his opinion.

9. SEA Screening

It is necessary for the group to complete an application form asking the Council to assess the environmental impact of building in the village. SH will discuss this with LH.

10. Insurance

SH will write to the insurance company outlining the activities of the Neighbourhood Plan Steering Group and ask them to confirm the group is covered.

LH said the paperwork for the grant states there must be insurance.

AOB

Declaration of Interests – LH has drafted a version of declaration of interests for the group, the Parish Councillors will be asked to agree it.

Next meetings

There will be a meeting on Thursday 4th January at 7pm in the Nugent Room to discuss BL's non-housing needs questionnaire.

The next meeting of the Neighbourhood Plan Steering Group will be on Wednesday 10th January at 7pm in the Nugent Room.