

# **Waddingham and Brandy Wharf Neighbourhood Plan**

## **Project Team Meeting Minutes 16 May 7.00pm Village Hall.**

### **Key Objectives**

Review content of pre-consultation questionnaire for printing and distribution

### **Attending**

Colin Metcalfe, Laretta Williams, Paul Williams, Sandi Harvey, Alison Watson, Andrew Yates.

By invitation Daniel Evans, Neighbourhood Planning Officer WLDC

### **Apologies**

None

### **Community Time**

No members of the public attended.

### **Date and Time of Next Meeting**

20 June 2017 at 7.00pm Village Hall.

### **Approval of Minutes 18 April 2017**

Last meeting minutes approved and signed by CM.

### **Pre-consultation Questionnaire**

Daniel brought several other surveys for us to look at. These ranged from ones not dissimilar in size to ours to some that were much simpler and virtually reduced to a pamphlet. There was a lot of discussion about style, format and the number of questions presented as well as the potential pros and cons of each particularly with respect to the coverage of issues, downstream need to undertake further surveys and events, the effect on the number of returns and the “glossiness” of the presentation .

In the end it was felt that we wanted to keep the coverage but we could probably improve returns by improving the " glossiness" of the presentation as a good balance between work to date, style and coverage of potential issues..

## Finance - Grant Application

The Locality grant application was discussed and the template provided by Locality for the grant application was reviewed and the relevant entries determined (the actual grant application has to be completed online however. Daniel provided input on how best to complete some of the fields . The grant application has a number of criteria and constraints on the amount of funds available and the need to ensure that the funds are spent within a specific time frame (6 months).

NB Locality require a copy of our project plan to support the application. Daniel noted that we need to ensure that we allow sufficient elapsed time to permit relevant (legislative requirements) consultations to take place with the community before submission of the final plan to the examiner.

It was agreed that we should apply for an initial funding amount of around £4000-£4500 (subject to refinement of our current project plan) to take us to the end of the year by which time we should have carried out evidence gathering, professional surveys and any further community engagement events to allow a draft plan based on these results to be written and published for final local comment

It was agreed that we should endeavour to have a presence at the Waddingham Tractor Rally to increase awareness. This would possibly involve a small stand (outside?), balloons, probably bribes (sorry treats). The extent of this will partly depend on getting the grant through so the grant application is critical path.

## Agreed Actions

Supply tweaked version of survey (format errors)	CM
Reformat the style and improve the presentation aspects of the survey	AY
Apply for the Locality grant asap	CM
Provide deprivation information	DE
Organise Tractor Rally event	??

