

Waddingham and Brandy Wharf Neighbourhood Plan

Project team meeting minutes Tuesday 11th October 7.00pm Village Hall

Attending: Alison Watson, Andrew Yates, Chris Spaling, Marysia Paling, Colin Metcalfe

Apologies Laretta Williams, Sandi Harvey

Community Time

No members of the public attended this session.

Date and Time of next meeting

15/11/2016 7:00.PM Jubilee Hall Waddingham

Approval of Minutes of last meeting

Last meeting minutes approved

Matters arising

Chris and Marysia regretted to inform the project team that their availability over the next 3 months was going to be extremely limited due to personal reasons as well as an unexpected upturn in their business commitments that will take them away on a regular basis. They don't want to break from the project team and would like to be kept in the loop and they will endeavour to offer input as and when they can.

Financial update

No further progress from WLDC although Luke Brown advised Colin (at the Welton Training Event) that the application had been submitted and was progressing at the usual rate!

Report back from training session attended by LW and CM

Colin has submitted a report on the highlights to the project website along with slide pack used at the event (see <http://npdproject.ddns.net/index.php/News>). In general we seem to be progressing along the right lines and doing the right things. Most of the other attendees at the event are not as far advanced as we are. Generally our progress is rate is typical and many of the challenges we perceive are also typical at this stage.

Members of the group to present Engagement tools

Alison, Chris and Marysia presented their sets of sample questions that they thought would be suitable for some aspects of the initial survey that would deliver the objectives, aims, aspirations, and issues upon which the draft Neighbourhood Plan would need to focus. The questions had been structured in different styles (e.g. open, closed, multi choice etc) and there was a fruitful discussion about the relative merits of each as well as some useful feedback on how different styles could affect the answers when posed to different groups.

Andrew was planning to meet with Revd Kathy the next day with a view to bring back additional insights from the Church. We look forward to the outcomes.

Communication and Engagement Strategies

Colin has started to edit the communication and engagement strategy work done so far into a consistent style and incorporating some of the good ideas discussed at the last meeting. This has not progressed very far yet due to other commitments but hopefully a first draft will be available before the next meeting

Next steps

We need to build upon the engagement approach in terms of question styles, how we break down the initial survey to cover different categories, and importantly the channels we will use to deliver and collect the survey results.

The questions we have so far will be used as a starting point for further discussions and will be uploaded to the project website by Alison and Chris (and hopefully Andrew's outcomes) for everyone to build upon as they have availability.

It was decided to use the questionnaire produced by Pullborough Parish Council as an aid to building our own. Apart from many of the Pullborough questions being equally applicable to our requirements, it also demonstrates the different styles that questions can be posed in. In addition it also demonstrates some styles that are probably inappropriate e.g. leading or making implicit assumptions.

It was agreed to pull Pullborough's apart and build upon it to .

It will be uploaded on the project website here (once converted to word format)

http://npdproject.ddns.net/index.php/Initial_Survey

Any other business

None

Meeting closed 8:50pm