

Spofforth with Stockeld Neighbourhood Development Plan

Steering Group Meeting 7 - 04/04/18. MINUTES

<p>1 - Attendees</p> <p>Apologies</p>	<p>Terry Kavanagh has resigned from the Steering Group but will continue to support for distribution and working on one of the groups.</p> <p>Apologies - Chris Heslop.</p>
<p>2 - The 7 April event</p>	<p>Distribution of flyers completed – Outlying farms – Stockeld Park – centre of village. Folders put in each of the distribution centres. Carl will check if Nickells Lane has been distributed.</p> <p>Targeting stakeholder groups – all stakeholder groups have been targeted.</p> <p>WI Church School Cricket Club Village Society Youth Club</p> <p>Discussion regarding the arrangements for the Open Day – SK will complete pop-up banners. Banners in village – perhaps next time we need two more – one for each of the entrances to the village.</p> <p>The hall - banners, pop up, display boards and material incl photos , boxes for returned flyers, etc</p> <p>David’s handout – available on the day.</p> <p>Format for the day.</p> <p>Photos will be mounted on card and placed on the boards. JG provide card.</p> <p>Collection of the responses. JG to complete box for completed questionnaires.</p> <p>By end of Sunday we should have all responses. Number each of the responses for traceability. Keep a log of the names and numbers.</p> <p>Phil will do a template for responses.</p> <p>It will be interesting when we do the full questionnaire if the age profile influences the plan. Need to get responses from all the age groups in the village. What follows the event - extracting the information, saving it in an appropriate manner and using it.</p> <p>Completed questionnaires will be divided among the Management Group and analysed against each section. Phil will send out template to ensure that the information is collected in the same way for all.</p> <p>Don’t forget to include in the analysis the post-it notes completed on the day.</p>

	<p>JG to email George to make sure he completes the form and is included in development section.</p> <p>David Gluck will lead the presentations when there are enough there to talk to. The Steering committee to involve with visitors and get people to sign up for the groups.</p>
<p>3 - The Statement of Community Involvement</p>	<p>Statement attached to covering email Referred to Members for Approval and future action</p> <p>Steering Group accepted the Draft Statement of Community Involvement.</p> <p>Now we need this endorsed by the Parish Council. Get it agreed and minuted at the April meeting, which will give the group designated authority.</p> <p>JG to print with logo – scan to Councillors before the next meeting for approval.</p>
<p>4 - Update on Neighbourhood Development Plan Web Page</p>	<p>Loading of historic material Phil will revisit the documentation and send to Graham for inclusion on the site. Reference back to Parish Council minutes. Minutes. JG to send minutes that Rachel did for first two meetings.</p> <p>Phil to send questionnaire.</p>
<p>5 - Any other business</p>	<p>Dave Morgan has offered to take the role of Treasurer for the SWSNDP.</p> <p>Phil doing drains</p>
<p>6 - Date of next SG meetings</p>	<p>Suggested -</p> <p>Wednesday 18 April after public event to discuss & review responses and volunteer interest. Agree format for the next meeting - see below</p> <p>Assumption on outcome of above meeting - Second half of April public meeting with SG and volunteers to form groups, identify leaders, explore issues and views to start preparing questionnaire.</p> <p>30 May sign off on the questionnaire.</p>