



Neighbourhood Plan Team meeting 3

Attendees: Judith Palmer, Chris Fox, Richard Smith.

Apologies: Trevor Evans, Beverley Harrison, Andy Goodfellow, Sarah Lumsden. Sandra Scutt.

Venue: Northbrook House, South Street (Richard's residence)

Held on 14th July 2016

Notes: The meeting was started at 19:30

1) Apologies:

– Trevor has had second thoughts about joining the NP Steering Group as he hasn't enough time to spare to give the task what it requires. Therefore he wants to withdraw his help but still wants to help in his other role of Leigh's Footpath Officer but can't deliver any Questionnaires as he has a leg injury.

2) The Questionnaire:

- It was agreed that the draft Questionnaire produced by Richard was far too long and need to be reduced by half if we want people to be bothered to fill it in. We went through it, chapter by chapter.

– Action 1 - Richard – to revamp the Questionnaire and distribute for the Team to agree. Timescale – within a week for the Questionnaire update.

3) Richard to report back from Parish Council:

1. Data protection - The Council believe that the Questionnaire should be covered by the Data Protection Act. The Council must, therefore, get registered and pay the £35 annual registration fee. (see <http://www.ico.gov.uk/>). The Questionnaire cannot be sent out until we find out what data protection wording needs to go onto it.

2. The Council has accepted the 'Leigh Memo of Understanding' created by the Neighbourhood Team with a few minor wording changes.

3. The cost to print about 500 Questionnaires will be born by the Parish Council, once a satisfactory quote is supplied.

4) How do we communicate progress to our community?:

1. Progress statements should go in the Wriggle Valley Magazine as it gets dropped into every household already.

2. A web site needs to be created where the bulky documents could be stored and updated. None of the Team have Web page knowledge but Chris thought that Jack Paterson of Iles Farm maybe able to help.

- Action 2 Chris – talk to Jack to see if he, or another, could set up and advise us of procedures to add items to a Web page. This page would then have a link to and from the Leigh Parish Web page.

5) Other business:

1. The Team thought that each member could visit identified houses in their part of the parish and drop off and collect the Questionnaires. Each member would then become a local contact point for that area. To define each persons area we need a high definition map.
- Action 3 Chris – talk to the WDDC and obtain an large scale map of the Parish.
2. Rather than a Questionnaire being one for each person over the age of 16, we would go for one Questionnaire for each household. If we then ask a group to fill out a Questionnaire some people will then be counted twice, or more. So each household should ensure they represent all rolls they hold within the parish.

The meeting closed at 21:45pm

Richard Smith

07976 517088