



WITHERLEY PARISH NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES OF THE STEERING GROUP MEETING HELD 7.30pm, TUESDAY 30th OCTOBER 2018 AT THE PARISH ROOM, WITHERLEY

Present:

Kay Conway, Chairman (Witherley)
Helen Bullivant (Ratcliffe Culey)
Laura Dyer (Ratcliffe Culey)
Mark Simpson (Parish Council/Fenny Drayton)
Brian Conway (Parish Council/Witherley)

1. Apologies for Absence:

Derek Ridgway, Treasurer (Fenny Drayton)
Dave Wilkins (Ratcliffe Culey)
Charlotte Ward Lewis (Witherley)
Dayle Flude (Atterton)

2. Declarations Interest:

None declared

3. Minutes of the Previous Meeting:

There was some discussion over exactly how many households there were within the Parish. In the end it has proved to be 622. The minutes were agreed to be an accurate record of the meeting and signed by the Chairman.

4. Matter Arising:

Dayle Flude had reported to the Chairman that the Battlefield Trust had acknowledged the Steering Group's request for help in determining the extent of the battlefield within the Parish and would consult an expert.

Brian Conway reported that Leicestershire County Council had confirmed that there are no areas of Common Land within the Parish on the official register. Also, Lord O'Neil's agent had confirmed that Lord O'Neil owns Cottager's Piece and that grass keeping is purchased seasonally for cattle grazing by David Garland.

Brian Conway also reported that, as the Steering Group operates under the auspices of the Parish Council, it was not required to have a Data Controller

5. Financial report:

It was confirmed that outstanding invoices for the hire of Fenny Drayton Church had now been received and actioned for payment.

6. Survey – finalising questions

The Group's consultant, Gary Kirk, had advised that there were too many free-flow questions in the existing draft adult Household Survey that would increase significantly the time and costs associated with the uploading of the hard copies to SurveyMonkey and the analysis. Coupled with the length of the questionnaire and the additional young persons versions, this would exceed the available budget.

After rigorous editing of the adult survey (aged 18 and over) and a decision to have only one survey for younger residents (aged 17 and under), the changes were agreed to meet the recommended specification. It was also agreed that while both the adult and young residents' survey could be completed online via SurveyMonkey, only the adult survey would be produced as a hard copy for distribution to each household. The two surveys would now be formatted by *YourLocale* ready for printing and uploading to SurveyMonkey.

7. Survey – distribution and collection

It was agreed that Steering Group members with the help of volunteers would take responsibility for delivering the adult household survey to each property in their community.

It was agreed to start delivery of the adult survey in the week commencing 12th November with distribution completed by the 18th November. The deadline for completion of the surveys by residents was set for Saturday 1st December.

8. Survey – prize draw

It was agreed not to have a prize draw of a £50 voucher as it could significantly inflate the number of surveys returned by just one person and so distort the findings.

9. Any other business

Brian Conway reported that the Borough Council had confirmed that their official register contained only one brownfield site within the Parish – the Atherstone Hunt Kennels and associated cottages.

He also reported that, at present, our Parish no new housing allocation. However, the Government's recent decision to reassess the way in which the standard methodology for calculating the number of houses required could impact on the overall housing need figure for the Borough. The Government has also announced that it will be publishing new guidance on setting housing requirements for neighbourhood plans later this year. Both announcements could, in time, require our allocation might change.

10. Next meeting

The next meeting will be held on Tuesday 8th January, venue tbc, by which time the data collected from the household surveys would have been analysed and available for review.