

Hargrave Neighbourhood Plan Steering Group

Minutes of the meeting held on 14 October 2019, 1900 hrs at Hargrave Village Hall

PRESENT: Duncan Farrington (DF) Jonathan Gunthorpe (JG) Nick Pollard (NP - Chair), Maggie Priest (MP)

APOLOGIES: Janice Brotherton (JaB), John Brotherton (JB), Eli Farrington (EF), Chris Hopper (CH), Martyn Leonard (ML), Savitri Pollard (SP), and Ros Sheppard (RS).

1. The Chair opened the meeting and thanked everyone for attending. Apologies due to illness, holidays and other issues had reduced the number of attendees.

Since the last meeting Ruth Hall had unfortunately needed to resign from the Steering Group. Accordingly, it was agreed to circulate the duties of Secretary, with NP taking responsibility for this meeting.

2. The Minutes of the last meeting were approved and accepted as a true record.

The future Steering Group meetings have been booked for the second Monday of every month (7 pm.) at the Village Hall.

3. The questionnaire was given a final review by those present, with some limited changes agreed for incorporation to try and improve the layout of the questionnaire.

4. DF was asked to print 150 copies at the agreed cost. The production run will be completed by the coming weekend. DF will deliver the copies to RS, who previously had kindly agreed to act as single point of contact. Volunteers for delivery to collect their copies for delivery from RS.

A single copy will be delivered to each house in the village – with clear notice in the questionnaire that additional copies may be collected from RS or alternatively downloaded and printed from the Parish Council Neighbourhood Plan website.

For the purpose of distribution and collection the village will be split into sectors, each needing a volunteer to undertake the delivery and collection in that sector. JG kindly undertook to seek and secure volunteers, briefing them with a note on the delivery and collection schedule and process.

Delivery and Collection Sectors:

- Church Road and Nursery
- Church Street and Nags Head Lane
- Elm Close
- Brook Street and Raunds Road

Outlying farms including Hargrave Lodge Farm, Mere Farm and Raunds Lodge

5. PDF versions of the questionnaire (for download and printing by residents) will be displayed on the Parish Council Neighbourhood Plan webpage. JG to organize through Jenny.

6. Programme of work was discussed and agreed as follows:

- Delivery to all houses will be carried out by volunteers between 19th -22nd October
- Collection from houses by volunteers 28th October – 4th November
- Processing of results finalized 16th-17th November in the Village Hall, led by NP with active support from the Steering Group members
- Feedback to residents from the Steering Group members through an open Village Meeting 7pm 9th December (instead of the monthly steering group meeting)..

Residents to be informed of the collection date by the deliverers.

MP to work through CH to ensure that the Hargrave Herald readership and the Nextdoor web community are appraised of the delivery schedule, collection/return date and the Village Survey Feedback Meeting time, date and place at which the “You Said” data will be shared.

To ease logistics and help collection of completed questionnaires, there will also be a drop-off box for completed questionnaires made from a dustbin at the Village Hall for those who miss the collected service. NP to source and position the bin. DF to label up. *[NB. We remain to arrange for regular emptying of the bin to avoid loss of paperwork through water ingress or similar.]*

[Completed forms after collection should be delivered to NP for collation of results]

7. Processing will be led by NP who will develop a spreadsheet and graphs of results. Processing (counting up and analysis of comments) will be the responsibility of the Steering Group as a whole. MP to book the Hall for the 16/17th November when there will be a working party for the steering group to collate and process the data into a meaningful format for its display/communication to residents on the 9th December.

8. Display boards will be needed for the Village Feedback meeting. JG to secure from Stanwick and store in village hall (or alternatively at DF offices).

9. Following the feedback of the collated survey results to the village through the open meeting 9th December, the Steering Group will begin work to develop the Hargrave neighbourhood plan policies that best reflect the village residents’ preferences for the future development of the village.

10. The meeting closed 2030 hrs. Next meeting 11th November 1900 hrs.