

## Minutes of Middleton-on-the-Hill and Leysters Neighbourhood Plan meeting held in the Parish Hall on 1<sup>st</sup> December 2015

### Present

Guy Griffiths – Chairman GG  
Martin Rees – Secretary MR  
Ian Culley – IC  
Steph Forman – SF  
Lynne Gore – LG  
Mike Davies – MD  
Sue Davies – SD  
Bryony John – BJ

### Actions

### Apologies

Tom Merrick – TM  
Alex Millwatd – AM  
Bill Summers – BS  
Neil Elwis – NE

### Declarations of Interest

The Chairman asked the meeting if anyone had any declarations of interest to disclose. There were none.

### Minutes

These were read, approved and signed.

### Matters Arising

There had been no update from NE about his contact with the Safer Road Partnership. A black box had been fitted on the side of the road in the centre of Leysters Village but the function of this was not clear. A further update from NE was needed. NE

BJ brought up the subject of the website and training. It was thought that instruction on adding photos and a new page were required in addition to the 3 subjects that had already been covered by Ola Andersson, the website designer. Ola had offered to produce this in the form of a recorded screen cast.

GG said he would go back to Ola and request the screen cast. He said there was money already allocated for training that would cover this. GG

IC reported that at present he had received 44 completed Community Questionnaires, which was in the region of 25%. Anything over 30% was considered acceptable and we should aim to at least achieve this.

GG had sent a reminder note to 63 households in the hope that more surveys would be returned.

SF said that she and 2 other households did not receive the questionnaire. IC gave her 3 copies and also handed out a few more copies to other present in case villagers who had not received one approached them.

IC would prepare an analysis of from where the forms had been received. It was agreed that the closing date would be the end of December 2015. IC

### Funding Update

GG reported that our next grant application of £1,385 had been approved in full. It just remained for him to complete an online acceptance form. GG

### Community Survey

IC gave a synopsis of the report from the replies so far. At the next meeting he would give a full analysis of all replies received. IC

### **Characterisation**

IC circulated a map of the area and explained what it covered.

It was decided that when IC had completed the Neighbourhood Plan draft it would be put on the website by GG and people would be made aware of its presence and invited to comment if they wished. IC would let GG have an article be put in the January Parish Magazine advising people of the above.

GG  
IC

BJ would prepare a notice for village and church notice boards advising people of the same.

BJ

### **Evidence Report**

IC gave a synopsis of the report and advised committee members to read it, as it would determine what areas were appropriate for our Neighbourhood Planning policy and outline any constraints.

GG suggested that IC should highlight the sections in the Evidence Report that were of particular importance to our neighbourhood area.

IC

The meeting congratulated IC on the quality of his reports.

### **Project Plan and Next Steps**

IC reported that we were broadly up to date with the Plan and that the first quarter of next year would be quite critical with the January meeting focusing on the Survey results.

It was decided to hold another open day on Saturday 12<sup>th</sup> March 2016.

### **Any Other Business**

IC recommended that the steering group, who had produced the original questions for the Survey Questionnaire, would next need to re-examine the questions to determine the key issues in the light of the Survey results. Division of responsibility for this would be as follows.

#### **Headings:**

Housing - IC

Traffic & Transport - SD, SH, LG, NE

Facilities & Community Assets – BJ

Landscapes & Environment – MD, IC

Broadband - TM

Drainage & Water Supply - BS, IC

Miscellaneous - GG

IC

IC would set out ideas for preparation at the next meeting.

### **Date of Next Meeting**

The next meeting would be held at the Parish Hall at 7.30 pm on Tuesday 19<sup>th</sup> January 2016.

The meeting closed at 8.45 pm.