

Scopwick and Kirkby Green Neighbourhood Planning Group
Minutes of the Meeting held on 11th January 2019 at 69 Main Street
Scopwick

Minutes of the Meeting held on 11th January 2019 at 69 Main St Scopwick

Attendees

John Woodward(JW) John Money (JM) Charles Kerrigan (CK) Peter Reeds(PR)

Apologies(none)

1. Minutes of previous meeting approved
2. Action points arising -
 - A stall was provided at the Christmas bazaar
 - An open meeting was held at the village hall
 - Flyers had been prepared printed and distributed to all houses in the Parish
 - JW had obtained “blown up” plans for exhibiting purposes
 - Pieces had been placed in the village newsletter
 - Progress had been made in regard to website development
3. The draft questionnaire
 - Completion had been independently timed and was found to be around the target time of 10minutes.
 - JW considered the questions needed to be reordered, some reworded and some deleted altogether.
 - The questionnaire was revisited and revised as per the revised draft. **ACTION POINT CK** to revise draft and circulate for final approval as soon as possible. Comments and final approval no later than 16th January.
 - It was agreed that a plan should be attached so prospective development sites could be suggested and identified. **ACTION POINT CK** to ascertain if it were possible to attach a plan to the on line version of the questionnaire held on “survey monkey”.
 - **ACTION POINT JW** to obtain quotes for printing questionnaire and arrange printing in order that questionnaires could be distributed during the period 25th to 31st January.
4. Update on Website
 - Paul Frost had kindly produced a website . He has asked for some material to provide a basic framework which would then be populated by the Group going forward. **ACTION POINT JW/CK** to provide Paul F with copies of material produced for the displays at the village hall.
 - **ACTION POINT-CK** to transfer copy minutes to new website at an opportune time.
5. Update on Specialist Consultants
 - PR advised he had contacted Ann Skippers(Ann Skippers Planning) who was unable to take on additional work at present but had recommended two other specialists

Rachel Hogger of Modicum Planning and Ian Poole of Places4People . Rachel Hogger was also unable to commit to new work at present but Ian Poole had replied positively and offered to meet the group and had provided cost guidance /estimate. **ACTION POINT PR** to arrange for meeting with Ian Poole. (to be offered 4/5th or 18th February)

6. Community Engagement

- A Boards to be displayed to encourage completion of the questionnaire **ACTION POINTS JM** to obtain boards **JW** to provide content.
- Further flyers towards final return date for questionnaires to encourage completion
- Questionnaires to be returned no later than Thursday 28th Feb.
- Return places for questionnaires to be Bracks garage(subject to agreement) JM and CK letter boxes and Becky at Kirkby Green (subject to agreement)

7. Review of Finances

- PR advised that although could not give a definitive figure at present there was ample balance available to fund the questionnaire and associated costs (survey monkey , flyers etc)

8. Date of Next Meeting

- Wednesday 23rd January 10.00am