

Wendens Ambo Neighbourhood Plan Steering Group

Meeting 6: 9 January 2025, 7.00pm

Minutes and Actions

Attendees: Brian Cole, Alan Lovett, Anita Chandraker, Alistair Forbes, Ann Wade (by phone, item 4 only)

Apologies: Kathryn Butterworth, Liz Johnson, Ann Wade, Cliff Snow, Richard Walford

1. As AW could only join by phone for part of the meeting, Item 4 was covered first
2. Item 4: AC walked through the plan for conducting the Community Survey and Housing Needs Survey, covering the proposed timing, logistics for distribution and collection and community engagement to encourage completion of surveys (Document '). The following points were raised:
 - In addition to having an informal presence at planned village events during the survey period, we should hold a drop-in session one Sunday morning at the Village Hall
 - We should prepare some general posters/boards to support the informal engagement eg description of what a Neighbourhood Plan is, the designated area in scope, basic census data about Wenden
 - AF queried whether we should extend the Community Survey to collect more up to date information on demographics. After some discussion and consideration of likely response rates it was concluded that this would not be appropriate for this survey
 - It was agreed that the distribution of surveys will be handled by Steering Group members – 5 members to cover c. 50 surveys each
 - It was suggested that the accompanying covering letter should encourage completion of just the Community Survey if the Housing Needs Survey is not relevant for a household
3. AW left the meeting
4. Item 1: Minutes of the previous meeting were approved.
Most actions have been completed. The design of a logo is still outstanding and help will be sought via the Facebook group
5. Item 2: AC reported that a process for approving and paying invoices using the Locality Grant has been agreed between the Steering Group and the Parish Clerk. RW, as Finance Co-ordinator, will approve invoices based on work completed and the Parish Clerk will authorise payment once RW approves. BC requested that the supplier proposals are sent to the Parish Council so that the work being undertaken is understood by members of the Parish Council
6. Item 3: AF reported that the walk around the village that had been planned to take place before Christmas by Liz Lake Associates did not happen. This will now take place on Monday 13 January and AF or CS will accompany them. The postponement has resulted in a three week delay to the Local Character Assessment plan

7. Item 5: It was noted that there has been no progress in creating a web presence for the Neighbourhood Plan. The Parish Council website is currently being redesigned

Actions – Meeting 6

Carried forward actions

- 5.2 Amended to: CS/RW to consider formulating a mutually supportive policy through discussion with Newport Neighbourhood Plan team regarding the land between Salmon Field and Rookery Lane
- 5.3 Amended to: AC to post a request on Facebook to find someone to design a logo for the Wendens Ambo Neighbourhood Plan project

Actions from Meeting 6

- 6.1 AC to liaise with CS re obtaining Census data and creating information boards for informal awareness events
- 6.2 Survey team (CS/AC/AW/LJ) to discuss timing and plan a drop-in event during the survey period
- 6.3 AW to ensure wording of covering letter encourages completion of Community Survey even if Housing Needs Survey is not relevant
- 6.4 AC to send proposals from suppliers to AL/BC
- 6.5 AC to post a message through usual channels about Liz Lake's walk around the village
- 6.6 Survey team to allocate distribution areas to SG members and update the properties list with this information