

Minutes of the Dunsfold Neighbourhood Plan Steering Group held on Wednesday 6th February 2018.

Neighbourhood Plan Steering Group

Alastair Bentall
Ginny Fraser
John Gray
Lynne Hamill
Steven Haines (Chairman)
Bob Lees
Rob Nunn
Julia Quaile (Secretary)
Larry Westland

Apologies

Richard Woof

In Attendance

Roy Enticknap

1. Minutes of the last meeting

The minutes of the last meeting were agreed. SH approved them and said he would put them on the village website. GF still has to produce a timetable and list of people/businesses who will be contacted each time the group communicates with the community.

2. Village Meeting 24th January report

SH said the meeting had been a success with a good turnout from the village. BL said he was using feedback on the flyers put out at the meeting to create questions for the forthcoming Neighbourhood Plan Survey/questionnaire. GF said Mary Ann Barton had offered to help the group. GF will give the list of attendees to TW for storage and ask her to map out where most of the attendees lived according to their postcode in order to confirm most of the village had been covered.

3. Neighbourhood Plan Survey/questionnaire report.

BL and RN have been working on the neighbourhood plan survey. BL said if they use survey monkey it will cost £35 for a month or £400 for the year. It was decided to use survey monkey for 6 months. Also there will also be a paper survey (about 15 pages) posted to about 500 houses in the village (one for every household). LH confirmed we are carrying out the survey in a slightly different way as was put in the initial application but to the same effect.

LH explained that AECOM were looking at Housing Needs. This was a top down approach and would not include a survey. But it would nevertheless form an important part of our evidence base for the Plan.

4. Budget Report

LH had circulated a report on the budget. We now had £2,248 to spend by 31 March. Much of this money was for the survey.

It was suggested there is another event to launch the questionnaire and the group had a stand at the next village fete in May.

5. Future Funding

LH is working on the budget from the 1st April for the next 6 months and asked all to think about what funding would be needed.

SH and LH will be working on the SEA screening for Waverley Borough Council.

6. Call for Sites update

LH shared with the group the status on the Call For Sites. We now have the support package from AECOM to assess the sites and this is expected to take some three months. The process is ongoing and some of the applications need to be clarified and until AECOM has agreed they have sufficient information and have evaluated all the sites we do not intend them to be made public. Once the results are known the report will be made public on the web site under Neighbourhood Plan as part of the evidence base. Any discussion on a particular site submitted and evaluated within this report will be held in public and recorded in the minutes.

7. Storage of plans and documents update.

TW is keeping a record of the plans and documents. GF will give TW the list of attendees to the village event for storage and analysis.

8. Insurance

SH confirmed that the present insurance covers the Steering Group. However, in May the insurance is up for renewal and the Parish Council will get quotes from 3 companies.

9. AOB

SH said he will invite Gayle Wotton from Waverley Borough Council to our next meeting. RN said he had sent a press release to the Surrey Advertiser but it had not been used yet. All publicity material must be approved by SH first before being distributed. SH will send RW all material for the e-News.

It was suggested a newsletter should be published to keep the village informed as to the group's progress.

The next meeting is on Tuesday 13th March at 6 pm in the Nugent room.