

Meeting of Bovingdon Neighbourhood Plan Steering Group

Memorial Hall

7:30pm on Tuesday 18th September 2018

Attendees:

Julia Marshall
Gary Gadston
Brad Gunn
Neil Crockett
John Hislam
James Cosgrave
Clare Norton
Ros Goodyear
Jenny Thomas
Dave Stent
Dave Ewington

Paul Campbell
Ross Dorras
Jacqueline Veater – Planning Consultant

Apologies:

Ben Richardson
Tracy Wood
Anne Barrett
Stephen Watkins
Romaine Watkins
Neil Maxwell
Geraint Whalley

1. Welcome

2. The minutes of the meeting on 14th August 2018 were agreed

3. Matters Arising

Drop Box – BPC website is not online as yet.

JM to check progress

4. Timeline

BPC applied to Dacorum Borough Council for whole of Bovingdon Parish to be designated for the Neighbourhood Plan on 13 June. Dacorum is considering the application at tonight's cabinet meeting. It should be approved for a statutory 6 weeks consultation, which should take place from 2/10/18 until 14/11/18. DBC will then consider any objections and comments and make a decision. This has been delegated, so should be quite swift.

JV circulated a Timeline for the Neighbourhood Plan, using a template from Locality. At present most dates are blank, but we have already carried out some of the tasks.

Question raised on whether delay to Dacorum Local Plan would affect BN Plan.

JV – shouldn't have an adverse effect, as long as our BN Plan complies with Statutory Development Plan, Dacorum will have to take our NP into consideration. Rebecca, our DBC liaison officer, is planning to attend the next Steering Group meeting in November

JM to circulate TL to all

5. Data Collection

JV asked for volunteers to form a Communications subgroup and develop a Community Engagement plan: Dave Stent, Gary Gadsen, Ross Dorras, Julia Marshall & Clare Norton (TBC)

At a meeting earlier this year, CDA Herts offered to carry out either a 'Housing Needs Survey' or a 'Housing Needs Report', based on information on Bovingdon held by Dacorum. Need to decide which is the most appropriate, given that the steering group intends to run its own survey.

JM to check with Parish Clerk

There are other resources that may be useful in producing the Bovingdon Neighbourhood Plan: 'Locality' offer a list of things that they can help the Parish with free of charge, including a Character Appraisal of the village or a report on the Site Allocation Process. NeighbourhoodPlanning.org is a website that can offer technical assistance.

Survey

JV and members of the steering group, met with Becky from Insight Fountain, to discuss setting up a residents' survey. Notes from the meeting were available and will be circulated with these minutes, together with the quote from IF.

The cost of the survey, £2k, will be covered by the Locality Grant, for which JV has applied. There is £9k available from the grant, the bulk of which will be used to cover consultancy fees. Survey will be one per household, paper copies with option to complete online.

Validity of survey judged on opportunity for all to take part, not on response rate. Need to identify hard to reach groups and engage individually. Having a large group of volunteers to deliver, collect and speak to residents will ensure the best chance of a good response rate. A 30% response is considered very good.

The survey will include open and closed questions and free text boxes.

The Steering Group will use the next meeting on 9th October, to look at examples of surveys and gather ideas for questions relevant to Bovingdon, which will be used to draft questionnaire for Bovingdon survey.

***All present agreed to engage Insight Fountain
JV to provide example surveys***

Public Consultation

SG discussed need to hold an Open Day at the Memorial Hall, approximately one month prior to running the survey. This would be an opportunity to present the 'Vision' and 'Objectives' identified by the group to residents and get their ideas on what is important to them about Bovingdon, as well as promote the survey.

It would also be an opportunity to gauge opinion on where future development in Bovingdon may be most appropriately sited. SG to discuss timing and format of Open Day at next meeting; need to establish when the Memorial Hall is free.

JM to check possible dates in December

Businesses & Community Groups

There are believed to be around 80 businesses working in Bovingdon, including home-based individuals. These groups will need to be approached on an individual basis and surveyed face to face. Need to compile a list of businesses and a list of community groups, all of whom will need to be approached and engaged.

Communications subgroup needs to meet to decide on strategy and devise a 'Community Engagement Plan'.

***JV to provide examples of a CE plan
Subgroup arrange date to meet***

6. Vision & Objectives

JV circulated updated vision statements and objectives based on feedback from August's SG meeting. RG questioned whether all the issues raised in the groups at the last meeting had been included. JV confirmed that all the points made on the paper copies had been transcribed onto the document.

JM to circulate update V & O document

7. AOB

- **Existing Neighbourhood Plans** – All felt it would be useful to look at NPs for areas of a similar demographic. ***JV to suggest a list of most appropriate plans for ALL to read***

Meeting ended at 9:05pm

Next meeting Tuesday 9th October at 7:30pm in the Memorial Hall clubroom