

Meeting of Bovingdon Neighbourhood Plan Steering Group

Memorial Hall

7:30pm on Tuesday 13th November 2018

Attendees:

Julia Marshall
Anne Barrett
Gary Gadston
Dave Stent
Jenny Thomas
Brad Gunn
Clare Norton
James Cosgrave
Ben Richardson
Paul Campbell
Ros Goodyear
Steve Bowen

Jacqueline Veater – Planning Consultant

Apologies:

Neil Crockett
John Hislam
Ross Dorras
Neil Maxwell
Dave Ewington
Stephen Watkins
Romaine Watkins
Geraint Whalley
Tracy Wood

Welcome

1. The minutes of the meeting on 9th October 2018 were agreed

2. Matters Arising

- Item 4 - Open Day is booked for 13th January 2019 at the Parish Hall for 4 hours, exact timing to be confirmed. There will be two surveys, the Neighbourhood Plan general survey and a 'Housing Needs' survey from CDA. They will both be distributed together the following week, (w/c 14.01.19). CDA will combine the housing survey questions to dovetail ours rather than duplicating. The process will be over 4 weeks, allowing 2 weeks for people to complete the survey and a week to mop up collections.

3. Communications Group Update

- Flyers to recruit volunteers to deliver the survey developed. Dacorum logo removed, as this is a Parish led plan and it could confuse the public.
- Distribution of flyers discussed and we need a list of places to advertise, how many to print, sizes etc.

Meeting arranged for Tuesday 20th to finalise.

- ***Volunteers*** - Hope to recruit 40 volunteers that can deliver 50 surveys each.
Distribution: We will ask that they are delivered by hand early evening week of 14th January 2019 and attempt a second delivery if no one is at home. We will encourage people to complete the survey online and there will be designated drop off points. Some elderly residents may appreciate a pre-arranged collection time; that will be up to individual volunteers to assess.
Collection: Volunteers should revisit their 'round' during the final week, in order to encourage a good response. We will also look at the responses from post code areas and if there is a poor response from an area, target it with an extra supportive visit.
- ***Open day*** - All to be there to help. Each group to provide a stand with information and be prepared to discuss the survey and the need for a NH plan with the public. Rachel at Dacorum can provide a stand. We will need to produce a 'script' for all SG members to follow, to ensure our information and messages are consistent.

Communications group to produce

4. CDA Housing Needs Survey

JV, JM, BR & GG met with Giles Meredith and Tim Hayward Smith from CDA Herts on 15 October.

Copy of the meeting minutes and examples of survey and questions are on the NP Dropbox.

- Questionnaire being developed
- All residents asked to reply to the first section and only people with a housing need complete second section
- There are a number of questions that we would like in our survey, therefore we will discuss and agree where the questions are placed.
- The purpose of CDA is to establish the level of need in Bovington for social/affordable housing for local people and thus encourage community groups and housing associations to meet that need. The benefit of this is Bovington will have more control and it highlights the need for housing development which will help people stay in Bovington.
- A discussion ensued around the draft survey and who in the household would complete it. There will be one survey per household, but any member of the household can complete by accessing an online version. An explanation will be provided at the beginning of the survey as to what it is all about
- Suggestion that we fill out one prior to the distribution so that we can better explain it to others

JV to highlight discrepancies in the survey to CDA.

5. Action Groups Updates

Each group had submitted their survey questions to JV/uploaded on Dropbox.

JV went through each action group's draft questions offering advice on any need for changes.

Each group to action the changes and submit to JV by the end of the week.

6. Open Day

We will use the next meeting in December to arrange the format and content of the Open Day.

There are 18 boards available to loan from Dacorum, which allow hanging on both sides. They will need to be collected from DBC on 11th January and returned to them on 14th January. Suitable transport will be required.

***Each group to start planning their contribution to the Open Day
JM to inform DBC of number of boards required after next meeting***

7. AOB - none

Meeting ended at 9:10pm

Next meeting Tuesday 11th December at 7:30pm in the Memorial Hall clubroom