

LYONSHALL NEIGHBOURHOOD DEVELOPMENT PLAN
MINUTES OF MEETING OF STEERING GROUP
On Monday 8th October 2012, at the Memorial Hall

Present: Peter Broadbent (PB), Kate Lomax (KL), Ron Addis (RA), Kinsey Hearn (KH), Richard Oliver (RO), John Parker (JP), Isobel Hutton (IH) & Chair of Parish Council, Paul Avery (PA).

76. Apologies were received from Dee Wetherill (DW).

77. Minutes of the last meeting on 12th September 2012 were approved and signed by (PB).

78. Matters Arising & Reports on Actions Undertaken

KL reported that she is keeping the website updated including circulating news items.

RA explained that costs were slightly higher on the design & envelopes but lower on printing.

79. Feedback on the Process for the 1st Questionnaire

There are 66 residents registered at Lynhales & their questionnaires have not yet been returned. PB is following up.

Production – aim at one person as author/editor for next questionnaire with help from others as necessary.

Weighted questions (e. g. order 1 to 5) may have caused some confusion so make sure they are clear next time.

Brand image was generally approved.

Funding sources – PA & KL will try to find out more about a potential source.

Distribution worked well with knocking on doors. We may go for Saturday next time to find more people at home.

Parish meeting went well.

Return arrangements – RA will arrange for the porch at the Memorial Hall to be left unlocked for the box next time.

Reminder notices were effective – PA will do them again next time.

Website – KL will post a thank you message.

KH will update the electors list with whether the form has been returned & email addresses.

80. 1st Questionnaire Responses & Analysis Arrangements

More than 120 questionnaires have been returned with a few more due in. It is important to demonstrate how the responses lead to the questions on the 2nd questionnaire. PB will take the forms to Herefordshire Council to be input (£10.50 per hour) & analysed (free by the NDP team). The first report containing the raw data & listed comments should be available in 2 weeks with the full analysis following about 2 weeks later. The information should be available electronically from Herefordshire.

81. Confidentiality Risks

It was agreed that people involved in the groups should be reminded to act in a discreet manner and not to give the impression that they are speaking on behalf of any group. An introductory script will be produced for each focus group setting out confidentiality as well as the aim (PB).

82. Provisional Arrangements for Focus Groups

Final arrangements will depend on the questionnaire 1 results and report.

- a. The AIM of the group discussion and methods of achieving the right questions. The questions for the second questionnaire will be based solely on responses from the first one. It is useful to ask why something is being considered or included.
- b. Provisional dates and venue bookings – Agreed to run several groups in the hall on the same date. Provisional dates, 2 evenings in week of 29th Oct & 2 in week of 5th Nov will be provisionally booked by RA & circulated.
- c. Volunteers to lead/chair Focus Groups. The topics & leaders will be based on questionnaire responses so cannot be decided yet.
- d. Informal Drop-in day – It was generally agreed that a drop-in session would be a good idea but there was no decision about when it would be most appropriate.
- e. Reports on completion – agreed that each focus group should provide a written report as well as the questions.

83. AOB & Items for Next Meeting

The timetable may need to be amended as it depends on the Herefordshire Council Documents which will form part of the LDF (Local Development Framework). PA will push Herefordshire Councillor Roger Phillips to appoint an inspector at an early stage.

84. Date(s) and Venue(s) of the Next Meeting(s)

- Steering Group - 23rd October at The Ovals, 7.30pm to consider the initial responses from Questionnaire 1. This meeting will be postponed to a later date if the first report has not been received.
- Provisional dates for focus groups, 2 evenings in week of 29th Oct & 2 in week of 5th Nov.
- Provisional date for Steering Group on Monday 12th November, 7.30pm, Memorial Hall.