



# Easton Neighbourhood Plan

## STEERING COMMITTEE MEETING

THURSDAY 7<sup>TH</sup> DECEMBER 2017 – 2.00pm- The Clubroom, Easton White Horse Pub.

**1 Welcome**

**2 Present** Sue Piggott – Chair  
Brian Boon  
Jill Temperton  
Ian Poole – Places4People

**Apologies:** John Townsend  
Frances Gander  
Carolyn Godfrey-Hollins

**3 Declarations of Interest**

Brian declared his interest – lives at an address on the boundary of a site put forward for potential housing land – plot 463 and on the same road as plot 404

**4 The Minutes** of the meeting held on 3<sup>rd</sup> November were Agreed and Signed

**5 Project Plan**

Ian Poole handed out the Project Plan and talked it through. The Landscape and Character Appraisal will need input from the Steering Committee and Ian will guide on this. It is possible to appoint the services of a specialist associate to complete the bulk of the work necessary and to the point of presentation and print, Ian will come back with costings, it would total 2 days work.

**IP**

**6 Launch Event**

It was agreed that the Launch Event is important and necessary to organise as soon as possible. It was agreed that Saturday January 21<sup>st</sup> would be a good date to hold the event, this is the weekend of Sunday Café, and if it were possible making the display available for attendees of the Sunday Café might be helpful. It was agreed that the Historic information and photographs that Brian has could contribute to the event and to illustrate the ‘sense of place’ for Easton. The finds from the Archaeological dig carried out before the building works for the Hopkins development could take place would also provide records to exhibit that would have interest. SCC holds the information and contact to request their commitment to the outreach public exercise. It was agreed it would be good for this to happen alongside one of or both of the Community engagement events that will be held this year.

The refreshments for the Launch event were agreed to be Coffee, Tea etc and Homemade Cakes.

It was agreed that a Flyer will be sent out to advertise the event.

**SP**

Ian suggested that the Questionnaire could be offered at the Launch event and handed to attendees, recording those in receipt and to then mail shot the remainder of residents in the village their copies of the Questionnaire.

Sue will produce a street only list (no names) from SCDC Electoral Services information. **SP**

**7 Questionnaire**

The Questionnaire content was discussed, members had queries on Part 2- Housing Needs Survey and level of detail regarding personal finances etc. Ian explained that people were given the option to skip, and that this was the standard form for Housing Needs surveys, for which, the aim is to provide sound evidence with regards to the Housing needs of a community. It was agreed to embolden the explanation of Confidentiality and option to skip. It was agreed that the Questionnaire should be distributed as hard copy and not take the form of an electronic survey. The distribution will be via Mail Shot. It was agreed that confidentiality was vital, each Questionnaire will have a sealed envelope for return. Return of Questionnaires will be either at a posting box placed in a set position or by a volunteer collector.

It was agreed that the Analysis should be by an independent body, Sue will speak to Fram Tech Centre to see if they are able to offer this service. **SP**

**8 Grant Application**

Sue will work on the Government Grant funding application, this will be guided by the Project Plan and expected stages, the grant application can only cover up to the year-end ie end March 2018. Sue will liaise with Ian to complete the forms. **SP**

**9 Items for the Next Agenda**

Organisation for the Launch Event – Catering, stationery, setting up the hall with the displays etc.

Questionnaire

Landscape and Character Appraisal

**10 Date of Next Meeting**

January 10<sup>th</sup> or 11<sup>th</sup> 2018.

Meeting closed at 3.30pm

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Chair

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Date