

## **23<sup>rd</sup> October 2015 Roecliffe Neighbourhood Plan**

### **Seventh Meeting Minutes**

Present: Jim Bolland, Dave Siswick, Jo Mitchell, Stuart Varley, Richard Booth.

Apologies: Kerry Dalton, Keith Pettitt, Adrian Webster, Andrew Baldwin, Scott Green, Paul Say, Joyce Reeve.

Since our last meeting in September, two visits have been made to see Janet Entwistle in Planning at HBC offices. On the first occasion JB, DS and KP visited and on the second, which was this morning JB and DS visited. Janet is working on the HBC Local Development Plan which won't be in place until 2018, but she is also helping those putting together Neighbourhood Plans – Ripon City Council, Knaresborough Town Council and ourselves.

The first visit was made to bring Janet (who we should consider a member of our team, and keep her informed as to what we are doing since at the end of the day, and at points during the process, HBC have to approve our work). and to hear from Janet what our next steps should be. Minutes of that meeting have been circulated and are worth study.

As a result of that meeting we thought it was the right thing to bounce the questions of our Survey Monkey with her for comment before we progressed with the survey. Although this might have caused some frustration within our Team, it was considered right to try and get the survey right first time.

Our second visit to HBC this morning was to discuss the questionnaire and changes that Janet suggested we should think about making. Her key point was that the survey was to engender ideas from residents of Roecliffe & Westwick as to what needed to be done to improve our villages and therefore to ask open questions which allow individuals to express their views. This is very different to what we have done, which in a way is "to put words into people's mouths" in some cases and to give proposed solutions in other questions. If there is no perceived issue then that is good. Dave and Jim will try and rewrite the questions and then circulate them to the team. Again, minutes of that second meeting have been circulated to the team.

Most of our meeting today, therefore was in discussing our questionnaire.

Our second discussion point concerned Open Meetings. It is key that we communicate with all residents and businesses, and other local bodies on a timely basis as we go through our N.P. We decided that the best time for an Open Meeting would be after the Questionnaire had been circulated and when we had the results of the survey. At least then we would have something to discuss as well as what a Neighbourhood Plan is. Maybe after the Parish Assembly would be a possible occasion unless we are ready for one before then? It would be an excellent opportunity to have Janet Entwistle, or Gill Ritchie to come and talk to the meeting.

Before then, we would like to invite Janet Entwistle to attend our next Team meeting, and since she finishes at 3.30pm on a Friday, we proposed our next meeting to be on **Thursday, November 19<sup>th</sup> at 3.30pm.**

On another subject, Richard Booth said that regarding our Web Page there was a problem in including all P.C. Minutes as they take up so much space. JB said he would make an appointment to see him to discuss what is best to do. Also to see what other information we can include. Several other topics that we have discussed at meeting such as keeping Businesses updated with our progress etc, are covered in the first set of minutes that Janet Entwistle sent us

***I appreciate that changing our Questionnaire has slowed our programme down and we are way behind the time lines we set ourselves. I will endeavour to put together some Project Plan outline that we can then fill in with all the other work that we need to do to complete our project, since this is essential to measure progress.***

***Jim Bolland***