

## STEERING GROUP MEETING/OPEN FORUM

### Meeting Minutes – 31<sup>st</sup> July 2019

Held in The George Inn, Upstairs Meeting Room, Maulden 20:00

#### Attendance:

Simon Barnes – Chairman	Alan Plom
Russell Aston - Vice-Chairman	Alistair Borland
David Illingworth	Robin Keens
Paul Lee	Nicholas Keens
John Coyle	Phil Allen

#### 1. Welcome

SB welcomed all and opened the meeting.

#### 2. Previous Meeting - 27<sup>th</sup> June 2019

The minutes were agreed.

#### 3. Actions

Actions were reviewed - see below.

#### 4. Questionnaire

Approx 400 had been received by BRCC as at the end of last week. Latest figures unavailable as Jemma at BRCC was on leave until Monday - RA has asked for an update and an indication of timescales for receiving the data. RA expects 500 responses which would be very good. So far the response rate is 20% of households and 25% overall. The distribution had gone well, New Road and Pine View (South) had been missed but were covered very quickly. RA had responded to all requests via Maulden Voice and only approx 8 needed questionnaires. Using Budgens for additional copies had been successful and they were thanked.

#### 5. Funding

This has been received - £3643 was with MPC. Action now needed to be taken re the HNS – see below.

#### 6. Housing Needs Assessment (HNA)

AB had met with BRCC and updated the meeting. Full details had been circulated, some background and key points noted below. The proposal and details were agreed.

- There is no legal requirement to include a Housing Needs Survey (HNS) or Housing Needs Assessment (HNA) within a Neighbourhood Plan but is considered "best practice" and an HNS is proposed. A HNS is a survey of the parish to establish directly through consultation, the housing needs as expressed by residents themselves. A HNA is a "desk top" exercise considering census, demographic data etc to assess through analysis a prediction of the likely need. The clear advantage of the HNS is that it supports and demonstrates consultation and dialogue with residents as part of developing the NHP.
- The primary objective of a HNS is to establish whether there is a "demand" for Affordable Housing specifically for those that have close ties with the village but who can't afford market pricing, AND that provision for such affordable housing would require "Exception Developments" .
- If there is a response led requirement for affordable housing within the village, it would be for the NHP Group to decide, based on this, whether they wish to identify a suitable Exception Site and to include it within the finalized Neighbourhood Plan.

- HNS be delivered in the days commencing the 2nd September with a return date of 7th October, which will mean a report with analysed data by about the 3rd week in October. It is not considered "good practice" to run such surveys during August as responses are likely to be reduced.
- BRCC to be given the "go ahead" by August 8th to meet the proposed schedule dates. The letter and return dates are dated in readiness, and resource at both BRCC and the distributor has been reserved.
- We should plan a MV, notice board and other publicity campaign for September to try to increase the response rate.
- The proposed HNS form is split into 2 parts - the first to be completed by all and the second by those that feel that they do have a housing need. It is important that "publicity" steps encourage ALL residents to complete as the data returns of residents NOT in need is also very valuable data.
- The physical HNS format would be as per the recent NP questionnaire - ie in folded A5 of the 3 response form pages plus the cover letter and with Freepost envelope attached. Additional copies are not necessary.
- The same distributor as used for the recent NHP questionnaire. Using the same distributor has the advantage that they will have learnt from the questionnaire and will now know much more about the layout of the village.
- The BRCC cover letter will be from BRCC to show independence.
- The BRCC quote to print, distribute, analyse and complete a HNS report is for £2585 + VAT. The actual final cost depends on the actual response rate and hence actual Freepost return cost. The BRCC quote assumes a response rate of 30%
- Funding needs to be progressed before starting, it is not possible to do this retrospectively. The grant funding therefore needs to be progressed immediately. SB advised that for the questionnaire, there was a need to obtain multiple quotations so this may be the case again. SB to liaise with SM and AB. **Action**
- The funding doesn't need to have been received as there is an underwriting from MPC to fund any shortfall until funds are received.

## 7. Website

RA advised RB had updated this and all should be ok.

## 8. NHP Drafting

- SB had started to take this forward and would continue.
- Environment continued to be taken forward by RB.
- Consultation activity being progressed by AP.
- The aim was for material progress by the next meeting at the end of August.

## 9. GIP

The Keens family had advised via email and also at the MPC meeting that the references to The Bothy in the document were incorrect. RB has been taking it forward with the support of Sue Raven at Greensands Trust and action had been taken to make corrections. Unfortunately this may not be sufficient and RA would look into it as RB isn't available. RA to progress and liaise with the Keens family. **Action**

*NB The Keens advise that they want all reference to The Bothy removed.*

## 10. Meetings

Next meeting 28<sup>th</sup> August. RA to arrange booking.

### Outstanding Actions

Date	Action	Who	Update
18 & 27 Feb	Activity to remind villagers to complete the questionnaire during the one month window. RB had boards. MW offered to produce a parish magazine article. Local groups to be contacted	RB., MW	Not yet due  June 19 - Due and to be progressed.  July 19 - Complete

18 Feb	Grant application to be completed	SM	Done – awaiting confirmation June 19 - still waiting July 19 – Completed and funds received.
18 Feb	MPC Land / NHP Group Letter to MPC March 2016 Letter re change in focus to be drafted and sent from the Chairman	SB	Comments made 27 Feb to be considered July 19 - Outstanding
18 Feb	GIP & NHP Drafting -There are some policies available from 'Locality' that could be used as examples and prompts. SM to obtain and circulate.	SM	
27 Feb	Housing Needs Survey / Assessment – Options to be obtained from BRCC. RA to speak with BRCC.	RA	14 <sup>th</sup> & 29th May – not done yet June 19 - RA to do July 19 - Completed
14 May	Investigate getting maps for NHP	RA	
29 May	Website - All to send suggested amended wording through to RB	All	
29 May	Environment section	RB	June & July 19 - in progress
29 May	Photos - Put David Bailey on notice	SB	
29 May	'Body of evidence' to be collated	AP	June and July 19 - in progress
29 May	CBC design guidelines to be obtained	PJ	
31 July	HNS funding. SB to liaise with SM and AB.	SB	
31 July	GIP - RA to progress and liaise with the Keens family	RA	