

Ickleford Neighbourhood Plan Steering Group minutes

Wednesday 22 January 2020, Village Hall (small room)

Attendees: Ruth Bryer, Pauline Gardiner, Louise Peace, James Tizzard, Mike Willoughby

Apologies: Mike Jones, Bruce Parker

Minutes of the meeting 20 November 2019 approved

Matter arising

- Church Christmas Fayre – The NP was allocated a prominent position in the passageway leading into the hall. Visitors stopping to view the map etc. were not many, but showed great interest. The stand also gave good general publicity. **[Action: photos of the event to be uploaded to Box]**

Bob Freeman's map software

- Ruth and Mike W visited him and were shown examples of how the Ordnance Survey-based QGIS software could be manipulated to create maps showing a variety of features. Bob kindly transferred some of his data onto a memory stick. James asked if this could be put on Box. **[Action: Ruth to review file size to see if this is feasible]**

Herts County Council Transport Plan

- Louise told members about the Herts County Council Transport Plan. This included a number of initiatives for Hitchin that might indirectly impact on Ickleford residents and was worth reviewing. **[Action: Louise to share link]**

LS1 and Local Plan

- Planning permission has been obtained, and work is proceeding, on the LS1 site. It was noted that many residents are likely to be unaware that this site is in the Parish. It may be worth highlighting this in Neighbourhood Plan publicity.
- There was nothing new to report from the Parish Council on the Local Plan

Questionnaire

- Following discussion of the questionnaire at the November meeting, Pauline and Ruth had made minor changes and added maps before submitting it for the scrutiny of the Parish Council, where it was reported to have made a very favourable impression. Some written comments have also been received.
- Louise raised the issue of the need to define 'large' and 'small' developments. Sally's advice on this could be sought. In the discussion that followed, the size and proximity of the Highover Farm site in Hitchin was mentioned.
- It was agreed we should now ask for feedback from a wider group of residents. We aim to obtain this feedback and adjust the questionnaire in the next two weeks. We then plan to send it to Sally for review. The aim is to make any changes in response to her feedback before the next meeting, so we can sign it off. **[Action: Ruth to circulate latest version of the questionnaire]**
- Creating an online version of the questionnaire using Survey Monkey was discussed. This is likely to be the simplest way to analyse the results. We could offer both paper and online versions to residents. Online responses will reduce the need for inputting data and the number of paper copies required.

- The plan had been to deliver at least one copy of the questionnaire to every household. Whether the survey is done at an individual or household level will affect the number of copies needed. We could ask people to request extra paper copies if needed, or opt out of receiving paper copies if they prefer to do the survey online.
- Whether to make the questionnaire open to 16 and 17 year olds needs to be decided.
- Publicising the questionnaire was discussed. A drop-in session where people can drop off their questionnaire, discuss the issues and see maps was seen as a good idea. The Ickleford Village News email newsletter, ParentMail, Facebook and posters can be used.
- A prize draw, perhaps with a prize from a local business, was also suggested.
- It was agreed to aim to send the questionnaire out by Easter.
- As with the original leaflet, the assistance of external volunteers would probably be needed for distribution. It would simplify collection if one or more sites for this were advertised.

Recruitment to the Group

- Volunteers to help with the distribution of the questionnaire should be sought.
- This should be pursued with some urgency, aiming to find new members with a particular skill or interest, such as IT or the natural environment.
- Facebook, The Ickleford Village News email and St Katharine's Wheel could all be used **[Action: Mike to ask about putting an article/advert in St Katharine's Wheel]**

Finance

- Louise, in Treasurer's Report, indicated that current funds amounted to £8326.49, allocated as follows: £6930 for Sally, £1000 for printing and survey distribution costs, £171 for room hire. £225.49 remaining from David Barnard grants could be spent as required.
- Expenses outstanding were £41.99, including £25 for hire of the space occupied by the NP stand at the Christmas Fayre and £16.99 for the mapping data memory stick.

Date of next meeting: Tuesday 25 February at 8pm (to be confirmed).