

Neighbourhood Plan Working Group

Minutes of NPWG Meeting Wednesday 23rd April 2025

9.30am Village Hall (Maple Room)

Present: Alison Carr (ACrr), Margaret Hall (MH), Vivien Shrubsall (VS), Cllr Ann Cooper (ACpr), Anne Oliver (AO) (WHPC Clerk)

Apologies: Michael Wood

Minutes APPROVED at NPWG meeting 23rd May 2025

1. To approve the minutes of the meeting of 4th April 2025. (previously circulated).

The minutes of the working group meeting of 4th April 2025 were confirmed as a true record of the meeting.

2. To review the draft NP Survey and to decide actions:

- a. To consider a draft Young Persons NP Survey.

It was agreed to hold a consultation with younger members of the community. A separate Young Persons NP Survey will run alongside the NP Survey.

- b. To decide further amendments to the survey(s) if appropriate.

NP Survey: amendments to questions 15+16 were agreed.

Young Persons survey: It was also agreed to delete questions 9 +10 and to amend the introduction.

ACTION: ACrr to update and circulate the surveys.

- c. Does the Group wish to invite Janvrin Edbrooke to review the survey(s)?

Yes

- d. To decide a budget for Survey Monkey.

The group considered the various subscription options available and decided the Advantage Annual Survey was the best fit for the Working Group and Parish Council. Costs for the annual subscription, £396 incl vat.

- e. To set a timetable and dates for the survey.

It was agreed the survey would run for 6 weeks from Sat 7th June – Sat 19th July.

- f. To consider a publicity to launch the survey.

The meeting discussed arrangements for newsletter article, website/noticeboards and banner to be placed in a central place.

It was agreed that the newsletter article would provide an introduction to the survey, Q&A and QR code (if possible).

ACTION: AO to source prices for publicity banner/posters.

Initial thoughts for the banner:



3. To consider draft sketches for a logo and to decide actions.

The meeting considered two draft sketches for the logo. It was agreed to explore further ideas.

ACTION: MW/AO to circulate draft logos for consideration.

4. Plan for contacts with village group and organisations.

It was agreed that members of the working group would meet with the following village groups and organisations to: (as appropriate)

- explain the purpose of the Neighbourhood Plan and survey
- to publicise the survey and encourage participate participation.
- discuss their future plans/aspirations to inform the NP.
- explain how the Working Group will use their responses.

Meetings to take place in May/June:

- a. West Hill Pre-School:: ACpr, MH
- b. West Hill Wasps: MW, AO, MH
- c. Village Hall MH, AO
- d. West Hill Primary School: MH, ACpr
- e. PTFA: MH, AO
- f. Kings School? On hold, subject to response to Young Persons Survey
- g. RBL: ACrr, AO
- h. Church: PCC? Welcome Café? To be confirmed
- i. Village Groups: Women's Group (VS)

5. To review NPWG Financial Statement.

The meeting considered and accepted the Financial Report. No questions were raised.

6. To agree date of next meeting:

Next meeting Friday 23rd May 9.30am Maple Room , VH.

24th April 2025

Anne Oliver, Parish Clerk

Tel: 07450 388198 / 01404 232100 Email: clerk@westhillparishcouncil.gov.uk