

Benson Neighbourhood Plan Steering Committee

Item	Actions
<p>3. Update on Housing Needs Survey</p> <p>3.1 V3 is now complete and shared by email by MS, who is seeking both comments on the HNS questions but also advice on whether any other questions (in addition to Transport theme) are needed.</p> <p>3.2 PM raised the need to show that we have secured a good spread of views, including those of younger people if we expect to develop policies around addressing availability of housing for them. PM suggests an additional question, aimed at gathering specific evidence of young people's needs, possibly looking to furnish certain households with an additional targeted questionnaire. AA advised it is probably sufficient to ask relevant questions to draw out that information in the main survey rather than running a subsequent exercise. The SC suggested adding a banner stating that additional questionnaires can be requested and completed if other members of the household wish to provide their own views.</p> <p>3.3 The SC discussed the focus of the survey - should it cover just housing needs or a wider range of topics, which will make the survey longer. Getting a balance is tricky. We need to ensure that people are not deterred from completing the survey by its size but make the most of this opportunity to gather community insight. The timeline does not allow for repeat or further surveys.</p> <p>3.4 AA suggests a two part questionnaire: one on Housing Needs and a second optional one collecting views on other stuff. Suggest design goes into Part B. AA reminded the SC that we can use other sources of evidence for our policies eg the most recent census, but it's very difficult to pick up how people feel about things, so additional questions ought to focus on that. All work stream leaders to provide any additional questions to Martin by Friday 15 April. (Transport already complete)</p> <p>3.5 Style of questions - AA advised we make sure that questions in Part B are reasonably consistent in style and format - this will ensure the survey is easier for people to complete and look professional. The SC discussed whether to add 'Don't Know' as a response option for some questions, but concluded it is better to require respondents to decide one way or the other. MS will discuss and finalise the question format with the new volunteer, Helene, who has expertise in this area.</p>	<p>All Work stream leads to send Martin any further questions by 15 April</p>

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<p>3.5 DR suggested the need for a 'whole Parish' preamble/introduction at the front of the survey. EM observed that that could replace separate preambles for different sections which would make the survey appear more coherent and avoid excessive length. The introduction should be short, setting set out the list of sections; It should encourage people to answer all questions but say that we are happy to receive whatever they want to submit. PM asked AA to draft.</p>	<p>AA agreed to draft some suitable words.</p>
<p>3.6 AA flagged the need to commission a volunteer to write an introductory section for the NP. This is a task that can be progressed now to save time later. FF agreed to ask Jane Farquharson to do this. MS suggested looking at the text prepared for the Benson Parish Plan which will be similar to what we need.</p>	<p>FF to commission.</p>

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<p>4. Update on development of draft policies</p> <p>4.1 Workstream leads reported variable progress, partly as result of leads being away and because of limited success in securing the help of volunteers with specific workstreams. EM has circulated initial thinking on Green Infrastructure by email, and FF may be ready in the next couple of days to share something on Community Facilities. DR has something in draft on transport, but was awaiting volunteers before developing thinking on other aspects of the Strategic Infrastructure theme.</p> <p>4.2 All workstream leads agreed to prepare draft policies within next 10 days. To make the most of AA's time in refining policy wording, it makes sense for the SC to do an initial review of the drafts. Given the time constraint, that review will need to be carried out by email. PM requested that given the high volume of email traffic that this will generate that all exercise some discipline both in writing appropriate subject headings and in confining comments to the specific topic of each email thread. In short, when responding to policies for one workstream, do not write comments on other policies, as it will make it very difficult for workstream leads to keep track of the comments for their text.</p> <p>4.3 The SC agreed that workstream leads now need to become quite proactive in populating their teams, given the slow response from volunteers. Leads should feel free to contact volunteers directly by phone or use any existing groups/contacts to make sure that the work progresses. A small number of volunteers have expressed an interest in either specific workstreams or in offering help more generally. Lorna will update the volunteer spreadsheet, annotating any names already allocated to a specific workstream, and recirculate. The SC recognised the need to manage the risk that some individuals may be contacted by a number of workstreams.</p>	<p>All workstream leads to prepare draft policies and circulate for comment by the SC</p> <p>LD to update and share volunteer contact list.</p>

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<p>7. AoB</p> <p>7.1 Getting One Voice from Parish Council (PC) - The Green Infrastructure and Community Facilities workstreams are touching on topics already being worked on by PC sub-groups. DR flagged the need to pick up on PC views. EM requested an organogram to help her and FF understand what PC groups there are that may be relevant. JF advised that Rec & Lands and Youth Facilities Working Group may be the most relevant and agreed to set up a meeting.</p> <p>7.2 Update on responses to Vision & Objectives Survey - there have been approx 330 responses. The breakdown so far is: c300 - yes; c25 - no; c5 - spoilt papers. The split of response between paper and online returns has been roughly 50:50. LD sought advice on whether to keep the survey open till 12 April, which the SC approved. AA observed that this response gives us a strong mandate for continuing.</p> <p>7.3 PM raised planning for the distribution of the HNS. The following was agreed:</p> <ul style="list-style-type: none"> - We should ask volunteers to call to collect completed surveys, giving them the opportunity to build rapport with the community and to offer to help people complete the survey where individuals are struggling to do so themselves. - We should support a number of approaches for returning forms eg collection points in a number of local shops, library etc. We could also consider the CFO postal return offer. MS will explore the latter further. - AA advised that keep the 'rounds' compact, no more than 2 hour commitment. Stick with the 30 roadsets used previously . - LD agreed to draft a cover letter, on which volunteers can insert their name as 'point of contact'. - We should aim to distribute around 7 May, recognising that the previous weekend is a bank holiday and volunteers may be away. - We should allow two weeks for return of the survey, with beginning to chase up. <p>7.4 MS flagged up that burial ground space in the village is expected to run out in the next two years. FF to pick up this need under Community Facilities</p>	<p>JF to set up a meeting with Chair of Rec and Lands and Teresa McTeague</p> <p>LD to extend deadline and publicise last push</p> <p>MS to explore postal returns option</p> <p>LD to draft cover letter.</p>
<p>8. Date of next meeting</p> <p>The next meeting will be held at 7pm on Tuesday 19 April at Benson Parish Hall.</p>	<p>JF to book meeting room.</p>

END

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