

**Minutes of the Dunsfold Neighbourhood Plan Steering Group held on Wednesday 10<sup>th</sup> January in the Nugent Room at 7pm.**

**Neighbourhood Plan Steering Group**

Alastair Bentall  
Ginny Fraser  
John Gray  
Steven Haines (Chairman)  
Lynne Hamill  
Bob Lees  
Rob Nunn  
Julia Quaile (Secretary)  
Larry Westland  
Richard Woof

**In Attendance**

Roy Enticknap  
Shaun Devoto

**1. Minutes of the last meeting**

The minutes of the last meeting were agreed. SH approved them and said he would put them on the village website.

**2. Proposed Structure and Administration (Draft attached)**

SH said it was necessary to formalise the structure of the Dunsfold Neighbourhood Plan Steering Group. He had circulated his draft memorandum for comments. The memorandum was agreed. SH said it was important for everyone on the Committee to realise that once an email had been sent it was out in the public domain. RN offered to set up a village email account for all members of the Committee.

**3. Neighbourhood Plan Survey/questionnaire latest report.**

BL is working on the neighbourhood plan survey, he will use survey monkey and liaise with Paul Goudie. He will liaise with DVST (Alan Ground) and the Shop Management Committee (Mike Barley) over appropriate questions on the school and the shop respectively. LH said she and RW are having a conference call with AECOM on Tuesday 16<sup>th</sup> to discuss the Housing Needs Assessment and would then be able to advise as to how this would relate to the survey.

#### **4. Budget report**

LH explained we had £2,443 left to spend before the end of March. LH asked for any expenditure to be given to Celeste a.s.a.p so that the accounts are up to date. BL said he had a printer which could be used for printing the double- sided leaflets publicising the village meeting at the Winn hall.

JG suggested LH is consulted before anyone incurs any future costs. LH agreed to circulate details of the budget and expenditure to date.

#### **5. Village Meeting 24<sup>th</sup> January leaflet**

The wording, size and layout of the leaflet was discussed and agreed upon.

RN will get these printed and delivered to the Post Office by Friday 12<sup>th</sup> for delivery the following week.

#### **6. Village Meeting Format**

RN will design the banner advertising the event and place it outside the Winn Hall. The design was discussed and agreed; it will cost about £97.

JQ will organise the tea and cakes at the village meeting.

LW will supply 2 display boards.

RW will write a note about the Dunsfold Neighbourhood Plan so everyone has something to refer to at the meeting.

There will be a short presentation and an opportunity for people to talk in small groups.

A rota needs to be organised so we know who will be present when.

SH will be there throughout.

A provisional meeting was arranged on Monday, 22<sup>nd</sup> at 7pm at JG's house to discuss the final preparations for the event.

#### **7. Call for Sites update**

There have been 3 replies to the call for sites.

Some people have spoken in confidence concerned about upsetting neighbours. SH said it is important there are no secret conversations and villagers should be encouraged to apply as it will be up to AECOM to look at the sites.

LH will have a call with AECOM on Friday 12<sup>th</sup> about their sites assistance package.

## **8. AOB**

### **Progress on the Community Engagement Strategy Plan**

AB had produced a list of societies and contacts and it was re-iterated that people must tell TW when they have any relevant interaction with these groups.

GF will produce a timetable and list of people/businesses who will be contacted each time the group sends something out.

JG emphasised the importance of communicating with as many people as possible -businesses, societies, old, young and those without internet.

### **Storage of plans and documents update**

TW is recording information on excel sheets.

RN suggested opening a P Cloud account.

### **Insurance**

SH said he would organise this.

### **Project Management**

SD said he would come back to the group with areas that he could help with.