**Worminghall neighbourhood plan group meeting, 26 January 2017**

Held at 64, The Avenue at 19.30

Those present: Don Potter (Chairman),Tracey Skates, Ramsay Hovell, Steven Bramley and Sally Chapman  (consultant).

1.We reviewed progress since the meeting on 28 November 2016. There had been some further work on evaluation of potential sites against criteria previously identified with Sally's advice**.**The Questionnaire consultation had been carried out between 30 December and 16 January and we had promoted the village hall event to be held on 4 February. Keith Dunford had resigned from the  group. Ian Parsons had not been invited to this meeting, as a landowner.

2. The purpose of tonight's meeting was to finalise our approach and plans for the event on 4 February. It was agreed that the purpose of the event was twofold,  to share the results of the consultation with residents and to invite their comments on the individual sites in the village of Worminghall that had been proposed as suitable for development by landowners.

3. It was agreed to set out the numerical and percentage responses to each question in the questionnaire together with a sample of the comments received again each question. It was recognised that not every question would be relevant to the contents of the eventual neighbourhood plan but would be of interest to the Parish Council,  see below. If residents wished to give responses or make comments and had not done so before they would be invited to complete a questionnaire on the day, and a stock of questionnaires would be kept available for this purpose.

4. As to the sites, an enlarged map would be put on the wall. This would show the individual sites with an indication of how many properties were proposed for each one, here this had been made known to us. Those sites which had recently obtained outline planning permission would be indicated separately. It would be made clear how much development was already likely to take place in the village, so that residents could indicate whether they thought any further development of the village should take place, and if so the scale of that development. Residents would be invited to comment on any site by completing post-it notes and attaching them to the map in the appropriate place. Detailed proposals for two of the sites that had been put forward by developers would not be made available at the event to ensure that feedback on the sites would be fair.

5. It would be made clear that the purpose of the neighbourhood plan was to indicate the development and land use that was suitable for the village. Issues such as vehicles speeding in the village were not for the plan, but would be of interest to the Parish Council.  However proposals closely connected to proposed development such as traffic calming measures or the route of footpaths could be indicated in the plan.  It was also agreed that the plan would decide whether or not to allocate sites for development. If so, indicative numbers of properties could be included in the plan. It would be possible for the plan to specify play areas and green spaces if this reflected the views of residents.

6. It was agreed that those of us hosting the event must not be seen to influence the opinions of residents. Our role was of volunteers helping to facilitate the process of consulting residents about the sites and sharing the responses to the questionnaire . A notice would be displayed at the hall to make this clear and our aim was to provide strictly factual information in response to any questions we might be asked. Those visiting the hall on the day would be invited to sign in with their address to identify whether or not they were residents. Anybody wanting to be kept informed about the progress of the neighbourhood plan could provide their contact details.

7. Materials available on the day would include-

\*the enlarged map

\*the sheets setting out the responses and comments given to the questionnaire

\*spare copies of the questionnaire

\*post-it notes and pens

\*signing-in book

\*the notice setting out the role of volunteers

\*a myth buster sheet to be prepared by Sally

\*copies of the 2014 Village Plan

\*and the narrative introduction circulated with questionnaire.