Neighbourhood Plan Working Group

Minutes of NPWG Meeting 5th September 2025

9.30am The Narthex, St Michael's

Present: Alison Carr (ACrr), Margaret Hall (MH), Vivien Shrubsall (VS), Michael Wood (MW), Anne Oliver (AO) (WHPC Clerk)

Apologies: Cllr Ann Cooper (ACpr)

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1. To approve the minutes of the meeting of 4th July 2025 meeting. (previously circulated).
   The minutes of the working group meeting of 4th July 2025 were confirmed as a true record of the meeting.

2. To review Community Survey - any learning points on the process?
   - Two separate surveys and the inclusion of many open questions increased the workload.
   - Good response rate providing a lot of data.
   - Publicity ahead of the survey and during the survey was considered effective
   - High degree of consensus across responses.

3. To request WHPC to produce a Newsletter early October to include summary of Survey results.

   It was agreed:

   - to request the Council to publish a WHPC newsletter in October to publish the findings of the survey and to publicise the drop-in event on 17th October.
   - to publish a full report on the WHPC website in October

4. To agree a newsletter article

   The meeting considered a draft newsletter article and agreed the key messages. The group discussed the use of statistics and charts to illustrate the findings.

   Action: MH to circulate a final draft for approval by the Working Group.

   MW left the meeting.

5. To agree arrangements for the Drop-in Consultation 17/10/25 3.30-7pm
   - What do we want to achieve from this consultation? Do we need consultancy help/workshop?
   - Making up display boards etc
   - Arrangements for the day
   - Notify volunteers identified from the survey & provide information, application form

   Deferred to the next meeting

7. Next steps - defining themes, potential policies, further studies needed

The meeting considered that responses to the survey demonstrated a need for the development of a Design Code for West Hill.

Action: AO to circulate details of a Design Code relevant to West Hill.

Action: MH/AO to seek further information on the development of the Design Code including costs.

8. To note EDDC NP event (email/newsletter attached): The meeting noted the briefing note and expressed an interest in attending a meeting (date to be arranged by EDDC).

9. To note the decision for Lower Broad Oak Road Appeal:

   - 23/2612/OUT | Outline planning application for the construction of 5 no. dwellings, with all matters reserved | Land At Lower Broad Oak Road West Hill

   The meeting noted the outcome and noted the Planning Inspectors view that the titled balance outweighed EDDC's decision that the site was unsustainable.

10. To review NPWG Financial Statement Noted (appendix 1)

11. To complete WHPC volunteer declaration: Those present signed their volunteer declaration.

    Action: MW to complete a declaration.

12. To agree date of next meeting: Next meeting **9.00am Friday 19th September 2025** at The Narthex. It was decided that future meetings would be held at The Narthex as the Village Hall has no availability for Friday mornings.

8th September 2025

Anne Oliver, Parish Clerk

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Appendix 1

Report: 1st September 2025

Neighbourhood Plan Work Group
Financial Report

2025-2026

Available funds			£	
	2025-2026 Earmarked Reserve - Neighbourhood Plan		10,000.00	
Expenditure			£	vat
1	03/04/2025	VH Room Hire (Mar-25)	19.00	-
2	20/05/2025	Survey Monkey	330.00	66.00
3	03/04/2025	VH Room Hire (23/04/2025)	9.50	-
4	05/06/2025	VH Room Hire (23/05/2025)	9.50	-
5	03/07/2025	NP Survey Banner + Posters	118.66	-
6	13/08/2025	VH Room Hire (04/07//2025)	9.50	-
7				
8				
9				
		Year to Date 2025-2026	**£496.16**	66.00

2024-2025		Expenditure		
	03/04/2025	VH Room Hire (Jan/Feb-25)	28.50	-
	27/03/2025	Janvrin Edbrooke NP Consultancy (Workshop)	172.00	-
		Total payments 2024 - 2025	£200.50	-

Anne Oliver, 3rd September 2025