



Godstone Parish Neighbourhood Plan Steering Group

MINUTES

Date: **7th March 2018**

Time: **20.00**

Location: **South Godstone Sports and Community Association**

Purpose: **Steering Group Meeting**

Present:

Name	Initials	Role	Name	Initials	Role
Sarah Reynolds	SR	Vice Chairman			
Colin White	CW	Treasurer			
Pamela Lyman	PL	Leisure			
Phil Henderson	PH	Communications			
Chris Farr	CF	Infrastructure			
Michael Sydney	MS	Infrastructure			
Daniella Sternalksi-Gobey	DS	Communications			
Bill Archer	BA	Business & Employment			

MINUTES OF THE MEETING

1. APOLOGIES FOR ABSENCE

Alex Rabbetts, Fran Pavely, Iain Pavely, Bren Davis. In the absence of AR, SR chaired the meeting.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were approved.

3. MATTERS ARISING

There were no matters arising.

4. OFFICERS' REPORTS

Treasurer CW reported that the original application for a grant had been turned down due to a lack of a formal quote in respects of consultants' fees. A second application would be made after the end of March by CW. Discussion followed about what costs could be covered by the grant and the precise role of any consultants. No conclusions were reached but Liz Lockwood (Lingfield) was

suggested as a possible source of advice. CW further reported that the Parish Council had agreed to cover the £1500 cost of printing the survey. This would be recovered by the grant.

5. SURVEY DISTRIBUTION AND COLLECTION

Concerns were expressed about an overall lack of volunteers. Stirling work by PL along with Mary Stewart-Mentieth, Caroline Ballantyne and Pat Brown had built a reasonable volunteer force to cover Godstone. CW had a team to cover South Godstone. Blindley Heath was only being covered by CF plus one other helper. BA is going to cover the middle section of Tillburstow Hill Road plus Harts Lane, Posterngate Farm and Lambs Business Park. CW will cover Eastbourne Road from Harts Lane to Byers Lane. MS will cover Faygate Lane, Danemore Lane and Carlton Road. Work to develop and refine the distribution teams to ensure full coverage without overlaps is ongoing. Action by all. The possibility of delaying the delivery/collection timetable until teams were better prepared was briefly considered but with Easter and local elections looming it was felt that the survey should be distributed as soon as possible. The collection of completed surveys was felt to be the more difficult aspect with several volunteers, although happy enough to distribute, expressing reservations about collecting. BA explained that he was planning to simplify collection of completed surveys from Lambs Business Park by providing SAEs at his own expense. This led to a discussion re the possibility of providing SAEs for the return of all surveys but this was considered too expensive, wasteful and unnecessary for most of the Parish. However, it was felt to be worthwhile for some businesses, in particular for business parks, also possibly for outlying and difficult to reach properties. CW undertook to approach the Parish Council for approval to spend up to £200 on SAEs. Several other ideas to ease the collection process were discussed. No single simple solution was apparent and it was recognised that flexibility was needed with different arrangements likely for different areas, types of property, and volunteers. PH suggested the use of plastic sleeves to enable completed surveys to be left outside doors for collection. He also suggested a poster highlighting the delivery of the survey and the various means of return. He undertook to produce A4 posters to be provided to volunteers for use as seen fit. Poster also to be copied to CF who undertook to seek opportunities to circulate the information in publications and on Facebook. Action PH / CF. CF undertook to produce a card that could be left at unsuccessful collections explaining that a visit had been made and providing a contact number to make a fresh appointment for collection and to highlight alternative means of return.

Weekly meetings were considered important during the delivery / collection period and CW emphasised that anyone coming under pressure should not hesitate to call for help.

It was agreed that the ambulance station, fire station and petrol stations do not need to receive a copy of the survey.

Next Meeting

Agreed as Wednesday 14th March if printed surveys were received by then. Otherwise one week later on Wednesday 21st March. CW to email all Steering Group members on the 13th to advise.

Meeting closed at 2115