

Salhouse

Neighbourhood Plan review

Steering Group meeting – 7.30pm on Thursday 4th September 2025 - Online

MINUTES

1. Minutes of last meeting and apologies for absence

To note attendance: Rachel Leggett (RL), Mark Baldock (MB), Colin McCormick (CM), Andrew Peachment (AP), Julie Redburn (JR), Bob Cooper (BC), Gemma Hampton (GH), Steve Piper (SP), James Watts (JW) and Sarah Martin (SM).

Apologies received from Wendy Browne (WB), Gary Browne (GB) and James Cleaver (JC).

Nick Ball to step away from Steering Group for now – personal reasons.

Minutes from meeting 30th June 2025 AGREED.

2. Updates

- **Character Appraisal and Design Code work**

- MB action** to streamline Character Assessment text.

- **Assessment of Local Green Spaces**

- MB action** to chase 'views' descriptions and photos for inclusion in survey

- **Assessment of Important Local Views**

- MB action** to populate Green Spaces proposals for inclusion in survey

- **Sign Off Data profile**

- RL** – Data profile almost finished and ready for Steering Group/PC to sign off.

3. Household Survey drafting

- **Finalise questions**

- Group went through each question and amended/agreed where necessary.

- RL action** to prepare 2nd draft and circulate for testing/further comment.

- Final survey to be agreed at next meeting

- **Practicalities**

- **Printing of paper version (quantities)?**
 - **Online version (google forms)**
 - **Delivery (by Steering Group)**
 - **Publicity (Facebook, posters, school book bags)**
 - **Inputting (by Steering Group if you have paper ones)**
 - **Report (Rachel)**

Following discussion on all of the above points it was **AGREED:**

- Survey will be default online, however option of paper copy if requested
(salhouseplan@gmail.com)

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- Household survey, opposed to individual responses (*evidence shows higher response rate for household*)
- Looking for a broad trend in responses
- Survey to be advertised via Facebook, PC Website, School, Noticeboards and flyer through every household in Parish (SAGA will be too late to advertise)
- Not to be given to businesses to respond
- Flyers to be A5 size – number of households 650 (Delivery rounds to be obtained from SAGA)
- End date for survey responses – 31st October 2025

4. Date of next meeting: Tuesday 16th September 2025 – online – specifically to go through and finalise household survey.

5. Finish by 9.30pm

Meeting closed 21:40