

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

2nd August 2017, 7pm & note of Grant Application Meeting 26th August 2017

Present: D. Price, D. Hale, T. Saville, J. Norris, T. Mackay, G. Pooley, P. Bolton, Dr M Mueller, J. Ryan

Apologies: B. Locke, I. Wates

Category	Narrative	Action
Declaration of interest	none	
Resignations	Unfortunately, Andrew Gilbert has tendered his resignation	Resignation accepted and a request has been made for all minutes and documents held to be handed to new Secretary.
New members	No new members assigned	IW's approach made to Donna Rowe awaiting reply. Follow up required. Donna travels a great deal and may not be available
Funding Meeting. Note of meeting held on 26.8.17 7.15	<p>Attended by DP, JN, TS, GP, PB, MM, TM. Apologies from DH, IW held at Smallfield Surgery as Centenary hall unavailable. Apologies from Debbie Hale (unwell) & Ian Waite (in France) GP ran through the grant application, some discussion on certain points,</p>	<p>IW was suggested as appropriate alternative contact to GP, (GP to inform IW and seek agreement) Parish Clerk needs to supply information for one question to be answered. All agreed that subject to the completion of that question GP should complete the online application and sign it on behalf of the steering Group.</p>

Meeting 26.8.17 cont. Timetable	Because of delay in Grant application Survey launch date delayed. Moneys spent before grant approval cannot be included in grant funding Thanks were expressed to Dr Mueller for bringing us in out of the cold.	The timetable was discussed and it was agreed the questionnaires and associated publicity need ammendment of the date of the open day to coincide with the DECEMBER 2017 Market Day.
Online Questionnaire	P.B. reported all proceeding well	Final version to be presented at September meeting
Survey boxes	DH has presented card postal boxes to Chair for survey return sites	9 boxes to be ordered from Amazon. Artwork required.
Postal list	Collation of list for outlying areas and Burstow	IW has completed and ready to print but now needs to include all addresses following decision to post all surveys in Smallfield & Burstow
Delivery of survey	Concerns raised that using volunteers may not ensure prompt and secure delivery of survey.	Postal cost to all houses in area were included in budget and grant application. Agreed to use Royal Mail for entire delivery.
Envelopes	Discussion regarding quantities to be ordered	2000 with agreed logo
Preparation for delivery	Discussed session to address, envelope filling etc	ALL to meet 27 th September, Outwood Room, to be booked. Time to be confirmed. Post Office sack to be requested from local post office.
Survey Print quotes	Further discussion on no's required.	Agreed 2500 to allow for spare copies for drop off zones JN to obtain final quotation including envelopes for approval at next meeting & copy to Parish Clerk for payment approval at September BPC finance meeting 12 September 17
Funding	Grant application submitted by GP 3 rd August 2017, with budgets agreed at meeting 26 th July 2017	Confirmation of receipt confirmed now awaiting approval Monies to be held by Parish Council
Open Day	Open day discussion List of display subjects	Date change to 16 th December 17, Outwood Room

Open Day Cont.	Display boards TV	GP to circulate full list as agreed to also include All Together Better & Social Activity ideas via Parish Clerk & Dr MM and Smallfield Surgery team. School & Sports Associations to be asked to produce information Liz Cutter though no longer a PC to be invited to be Flooding and surface water expert Traffic IW GP to view display boards held by BPC Presentation can also be displayed on TV from memory stick or laptop PB
Engagement & advertising	Discussion re advertising scoping survey and Open Day.	Posters as agreed at previous meeting GP Village Magazine GP Smallfield Facebook page posting agreed PB.
Appointment of Treasurer	GP and TM offered services as Treasurer	It was agreed that Tom Mackay would be appointed Treasurer. It was felt GP was stretched enough with other commitments to the committee.
Quorum number	Discussion on minimum committee members to vote on decision making	5 was agreed as minimum quorum
Terms of reference Terms of Reference cont.	To enable total transparency to the public the following was discussed: Reporting to BPC Notice period for topics for inclusion of agenda to Chair Notice requirement for meeting dates	GP to amend accordingly and publish Short report, including budget and time plan to be presented at Full Parish Council meetings by Chair. To be published on the BPC website Agenda 14 days 3 clear day's for meetings

Date for next meeting: 6th September 2017, 7pm

Advance apologies: D Price, T.Mackay

Subjects for discussion:

Online survey, final printing quote,