

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

7TH June 2017, 7pm

Present: D. Price, I. Wates, D. Hale, T. Saville, J. Norris, T. Mackay, G. Pooley, P. Bolton

Apologies: B. Locke, A. Gilbert

Category	Narrative	Action
New members	Need expressed for younger members to join steering group Approach made to Donna Rowe to represent the Canada Estate	IW Approach made to Donna Rowe awaiting reply. Follow up required
Survey	Final edit discussion. Change age demographics to give narrower age demographics. Discussion regarding traffic issues Covering letter Survey approved	GP to amend Decided subject was covered adequately Approved Unanimously
Online Questionnaire	Discussion re BPC website page for plan. Home page with link Survey Monkey/Google Forms with ability to enter data from paper forms	GP/PB to use agreed survey uploaded to BPC website home page with link and design online survey form
Launch date	Agreed 1 st September delivery by 4 th September	All
Postal list	Collation of list for outlying areas and Burstow	IW working through electoral role and post codes
Hand delivery	Following were suggested: Neighbourhood Watch Emily Bolton & friends Other areas	DH to approach PB to ask if willing ALL to consider delivery to our roads
Envelopes	Discussion regarding envelope size for minimal postal charge Logo sticker design	A5 agreed standard postage GP to design for maximum & clear impact on delivery
Preparation for delivery	Discussed session to address, envelope filling etc	ALL to meet DTC

Print quotes	Paper size A5, 2000 print run on 80 gm reasonable quality paper	Agreed JN to obtain quotations for approval at next meeting
Funding	Awaiting information and now an urgent requirement to meet outlay on printing postage etc.	AG to report at next meeting on funding and available grants,
Open Day	Open day discussion	GP/PB Pie/bar charts prepared from results of survey BPC/TDC Flood plan Map Building zones, sites for development Plans for car park etc
Engagement & advertising	Neighbourhood Watch Posters – shops, school, churches, Pub, Village Club, drop off points, Scouts, Vet, Parish notice boards etc	DH to email coordinators GP to design A3 & A4

Date for next meeting: 5th July 2017, 7pm

Subjects for discussion:

Funding, distribution, posters, approve printer