

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

4th October 2017, 7pm

Present: D. Price, Ian Wates, D. Hale, J. Norris, P. Bolton, Dr M Mueller, Eddie Lord, Tom Mckay

Apologies: G. Pooley, Bob Locke

Category	Narrative	Action
Declaration of interest	None	
Resignations	None	
New members	Eddie Lord joined the committee, he has a wealth of experience to impart from his previous experience with a Neighbour Plan	Phil Solomon also a possible. IW to get contact details
Paper Survey	Paper surveys have been delivered, 15 already returned to Centenary Hall drop off point. DP expressed thanks to all those who have been so active in the recording of the results of the questionnaire? We will need this for the ultimate report	June to empty boxes regularly. Paul to test enter first replies then issue guidelines for others to input information. DP asked also that we need to be sure that we record the statistics of how many surveys, as a %age of those put out, were returned. We will need this for the ultimate report. We should also try to record footfall through the open day. Attendance Sheet?
Online Questionnaire	P.B presented	On-line survey now live on PC website and 78 responses to date.
Survey boxes	Survey boxes in place. 15 returns in Centenary hall box this evening	Concerns that the boxes are rather flimsy. JN to empty weekly.
Finance and Expenses	TM requested that all receipts should be handed to him for presentation to Parish Clerk	DH updated during his absence due to illness that receipts and printing invoices were with Parish Clerk. Payment to be authorised by the Finance and General Purposes Committee meeting which meets monthly. Remaining postage stamps with Parish Clerk

Time Plan	We are running a month late	Vision and Objectives – Completed GP to update
Legals	Eddie Lord gave useful advice	It was suggested that it is important not to get side tracked by personal opinions when interpreting the survey results. EL warned that everything must be legally correct or in his experience an appeal could cost £90,000+, especially when building Companies have retained Barristers. DP confirmed that an advisor, John Dowty of RCOFF had been contacted by Andrew Gilbert early on in the process. No follow up has yet been necessary. We need to ensure we have contact details.
Engagement & advertising	Printed posters	JN has distributed to agreed sites.
Engagement & Advertising cont.	Village Magazine Smallfield Facebook page	GP has sent to editor BP has posted details and will update regularly with reminders and encouragement to younger villagers to complete survey.
Parish Council Website	Appears to be out of date re our minutes and agenda's	PB stated that site was difficult to manage for uploads DH to forward minutes to Ashleigh Bolton and Parish Clerk for addition. EL commented that to be compliant all documentation should be shown.
AOB	Discussion on the next stage	Discussion on how the results of the questionnaire when we had them would fit into the wider framework of the Tandridge Local Plan and National Policy.

Date for next meetings:

8th November

6th or 13th December provisional date

16th December Open Day, set up night before?

Open Day Posters

Poster Topic	Notes
<p>Poster (1) - About the Neighbourhood Plan</p> <ul style="list-style-type: none">• The two graphics and text from the bottom of our questionnaire covering letter which explain what a neighbourhood plan is and why we need to create one.	<p>Graham will prepare poster.</p>

<ul style="list-style-type: none"> An overall timetable of the stages of preparing our Plan. 	
<p>Poster (2) - What is Burstow Parish</p> <ul style="list-style-type: none"> Map of the Parish showing our area and boundaries. 	<p>Graham will prepare poster.</p> <p><i>Similar to Poster (3) – could be dropped</i></p>
<p>Poster (3) - Possible Housing Development Areas</p> <ul style="list-style-type: none"> Map showing the areas still be considered for possible development by TDC. 	<p>Graham will prepare poster.</p> <p>Jeannie has information, and will requested to act as the Local Plan expert during the Open Day.</p>
<p>Poster (4) - Our New Car Park</p> <ul style="list-style-type: none"> Details of the status, timetable and proposals for the new car park on the school playing fields. 	<p>Debbie will speak to Ian / Jeannie who have information, and will send to Graham to prepare Poster. Debbie will also ask Ian / Jeannie to act as the experts during the Open Day.</p>
<p>Poster (5) - Flooding Plain</p> <ul style="list-style-type: none"> Map showing the areas subject to and at risk of flooding. Some details of the recent severe flooding within Smallfield. Photographs of some of fields being considered for development when they were flooded. 	<p>Debbie will speak to Jeannie regarding contacting Liz Cutter who has information, and will send information to Graham to prepare poster.</p> <p>Debbie will also ask Liz to act as the expert during the Open Day.</p>
<p>Poster (6) - Where Does Our Ground Water Flow</p> <ul style="list-style-type: none"> Map and comments showing the main routes for discharge and flow of surface water from Smallfield. 	<p>Debbie will speak to Jeannie regarding contacting Liz Cutter who has information, and will send information to Graham to prepare poster.</p> <p>Debbie will also ask Liz to act as the expert during the Open Day.</p>
<p>Poster (7) – Foul Water Pumping and other Problems</p> <ul style="list-style-type: none"> Water Board Pumping Station Failures William Gardens Development and Woodside Crescent issues 	<p>Debbie will speak to Jeannie regarding contacting Liz Cutter who has information, and will send information to Graham to prepare poster.</p> <p>Debbie will also ask Liz to act as the expert during the Open Day.</p>

<p>Poster (8) – Traffic Issues</p> <ul style="list-style-type: none"> • Heavy Vehicle Lorry routes in the village • Traffic calming measures and their impact • Speeding traffic • Peak time ‘rat runs’ 	<p>Debbie will speak to Ian who has the information, and will send information to Graham to prepare poster.</p> <p>Debbie will also ask Ian to act as the expert during the Open Day.</p>
<p>Poster (9) – Community Support Activities</p> <p>Summaries of activities such as:-</p> <ul style="list-style-type: none"> • Time Bank volunteering • Surgery Patients Participation Group • Well Being • Burstow Coffee Shop • Horticultural & Gardening Association / Allotments • Scouting • Smallfield Club • Slimming World • Art Group • Sports Activities – Keep Fit / Football etc. 	<p>All involved will send information to Graham who will prepare poster.</p> <p>Martin will develop the information, for the first 3 activities, and will act as the expert during the Open Day.</p> <p>June will provide the information for ‘Coffee Shop’. Debbie will provide information for ‘Horticultural ... Allotments’ (contact Jeannie), ‘Scouting’ and ‘Smallfield Club’ (contact Tony Harris).</p>
<p>Posters (10) to (15) ? - Selected Summaries from the Questionnaires' Data.</p>	<p>Paul will generate the information, and send to Graham to prepare these posters.</p> <p>Questionnaire analysis should be possible during mid-November.</p> <p>Paul will act as the expert during the Open Day ?</p>

All those involved to send information to Graham as soon as possible.

Graham will try to prepare drafts of the majority of the posters for review / approval at the steering group meeting on the 8th November.

Note – it is unlikely that the data from the questionnaires will be available until mid-November so posters (10) – (15) will need to be reviewed / approved electronically.

Graham will arrange printing of the posters which will need to be done during w/c 27th November.