

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

7<sup>TH</sup> July 2017, 7pm

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

Apologies: B. Locke, A. Gilbert, T. Saville,

Category	Narrative	Action
New members	Dr Mueller was welcomed to the group. Under AOB he raised the issue of the Patients Steering Group and the SCC Time bank scheme for consideration.	Dr MM To be copied in on all future emails & minutes. Unfortunately, too late to be included in scoping document but suggested approach to next BPC meeting DH to get noted for inclusion with Parish Clerk.
Survey	Final edit discussion.  Survey approval	GP to amend Open Day date and minor edit on wording suggested by JN Decided that subjects were covered adequately Approved unanimously
Online Questionnaire	Discussion re BPC website page for plan. Home page with link to Survey Monkey with ability to enter data from paper forms at addition cost of £30. Draft website demonstrated to group.	PB to use agreed survey uploaded to BPC website home page link to complete on Survey Monkey website at addition cost £30 per month for full service including data analysis. PB to pay to be reimbursed. Ashleigh Bolton to prepare URL link
Launch date	Agreed 1 <sup>st</sup> September delivery by 4 <sup>th</sup> September	All to assist with filling envelopes and address labels.
Postal list	Collation of list for outlying areas and Burstow.	IW working through electoral role and post codes & nearly complete. Can only access those registered on Electoral Roll so gaps in some roads addressed to the 'householder' for all.
Hand delivery	Following were suggested: Neighbourhood Watch Emily Bolton & friends	DH to approach PB to ask if willing

	Other areas	ALL to consider delivery to our roads
Envelopes	Discussion regarding envelope design	GP to design for maximum & clear impact on delivery IW to advise GP on size of label Logo to be printed on envelope with 'Important this is not a circular' JN to get quotes for 3000 envelopes and printing with approved logo in colour
Preparation for delivery	Discussed session to address, envelope filling etc	ALL to meet Date TBC
Print quotes	Paper size A5, 2000 print run on 80 gm reasonable quality paper 2000 = £129.45 + Vat as long as PDF ready. 3000 actually required, stapled and folded to save time.	Agreed 3000 actually required, stapled and folded to save time. JN to obtain new quotations and distribute by email for speed of approval
Funding	Awaiting information and now an urgent requirement to meet outlay on printing postage etc. As grant funding has not been applied for where will we get funds? IW implied that BPC could be approached to assist until funds arrive from grant application Discussion regarding proposed budget	Unanimously agreed that IW would discuss with Parish Clerk, gain access to form and an idea of costs from other Parishes. It was suggested JR would be asked to next meeting to advise and assist in application.
Open Day	Open day discussion	Date confirmed and venue booked 18 <sup>th</sup> November, 10 am – 2 pm, Outwood Room, Centenary Hall GP/PB Pie/bar charts prepared from results of survey. Outside experts to be invited to assist: 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 10 x A3 & 20 x A4. Laminated for durability Estimated cost £250 agreed.

	Advert for Parish Magazine for August and September editions	Agreed for GP to proceed
Publishing of minutes	Visibility of steering group discussed.	Agreed for total transparency, minutes to be published on the Parish Council Website

Date of next meeting:

Interim meeting to approve grant application: 26<sup>th</sup> July, 7 pm, Outwood Room, Centenary Hall.

Date for next full committee meeting: 2<sup>nd</sup> August 2017, 7pm, Outwood Room, Centenary Hall

Subjects for discussion: Funding, distribution, posters, approve printer, boxes for survey drop off points.