

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

6th September 2017, 7pm

Present:, D. Hale, J. Norris, G. Pooley, P. Bolton, Dr M Mueller,

Apologies: D Price, I. Wates, T. Saville, T Mackay

Category	Narrative	Action
Declaration of interest	None	
Resignations	None	Some documents passed over to DH from D. Price but nothing received from A. Gilbert
New members	No new members assigned	
Survey Printing	Existing quote from meeting of 26 th July discussed.	Approval was unanimous to proceed with 2500 copies as previous meeting discussion & 2000 envelopes. Invoice to be presented to Treasurer & BPC for direct payment if possible by JN's after discussion with printer.
Online Questionnaire	P.B presented	<p>P.B has made minor amends to wording from original survey document.</p> <p>PB to remove 'comments' active icon on each question as could be confusing.</p> <p>'never' answer to be added to questions where required</p> <p>Concerns we made that non Village residents could access questionnaire which may affect end data, there is no way to block other than checking addresses is given.</p> <p>MM suggested patients could complete whilst waiting for appointments but Wifi at surgery is secure.</p> <p>Waiting for NHS IT to reply.</p>

Online survey/website cont.		JN agreed to assist in input of data from paper survey Agreed should go online asap with active Url. due to forward advertising. PB to contact Smallfield Facebook regarding establishing link to survey
Survey boxes	DH has presented purchased card postal boxes	Graham to design artwork and print. DH to prepare boxes for JN to distribute. JN to empty weekly from 10 th October '17
Postal list	List now with Parish Clerk, labels purchased	Parish Clerk to be requested to print asap as work load permits.
Delivery of survey	2 nd class small letter post @ 56p	Stamps to be purchased for preparation meeting. Expenditure approval required. Post Office sack to be requested from local post office.
Preparation for delivery	Discussed session to address, envelope filling etc	ALL to meet 27 th September, 7 pm Outwood Room, DH book.
Funding	Grant application successful.	Monies confirmed received and held by Parish Council Committee members were reminded that all expenditure must have receipts/invoices with approval form from Treasurer to be presented to BPC for approval at Finance committee.
Open Day	Open day discussion List of display subjects and tasks allocated TV presentation	16 th December 17, Outwood Room (see GP's amended poster list document attached) Memory stick with slides from posters
Engagement & advertising	Printed posters delivered and presented by GP	JN to distribute to agreed sites.

Engagement & Advertising cont.	GP presented article for Village Magazine Smallfield Facebook Neighbourhood Watch	Approved BP has posted details DH to notify for support of members
Parish Council Website	Appears to be out of date re 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

Date for next meetings:

27th September 2017, 7pm for survey preparation for posting (ALL)

3rd October 2017 Full committee

10th November proposed date full committee

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. An overall timetable of the stages of preparing our Plan. 	<p>Graham will prepare poster.</p>
<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. 	<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>

<ul style="list-style-type: none"> • Photographs of some of fields being considered for development when they were flooded. 	
<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. 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. 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. 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 	<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’.</p>

<ul style="list-style-type: none"> • Horticultural & Gardening Association / Allotments • Scouting • Smallfield Club • Slimming World • Art Group • Sports Activities – Keep Fit / Football etc. 	<p>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. Questionnaire analysis should be possible during mid-November. 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.

