

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

8th November, 7pm

Present: Ian Wates, D. Hale, J. Norris, Eddie Lord, Tom Mckay, G. Pooley, T. Saville

Apologies: Bob Locke, D. Price, P. Bolton

Category	Narrative	Action
Declaration of interest	None	
Resignations	None	
New members	None	Phil Solomon also a possible. IW to get contact details
Paper Survey	<p>Paper surveys have been collected at regular intervals from boxes by DH & JN.</p> <p>Late submissions</p> <p>Discussion re thank you posting on website/Face Book</p>	<p>All survey's have now been added to Survey Monkey by PB, DH and Ashleigh Bolton. In DP's absence DH passed on his thanks form their hard work.</p> <p>A few surveys arrived after closing date. It was agreed that these would not be included in data but added to Survey Monkey for reference</p> <p>It was agreed that a posting with the data overview would be sent out. See below.</p>
Online Questionnaire	P.B not available at last minute, No report available.	On-line survey collated for posters and sent to GP
Survey boxes	Collected from sites	Now it storage in case required again
Finance and Expenses	TM expressed concerned that due to his absence due to illness he was not up to date on expenditure to date.	<p>TM to request meeting with Parish Clerk to ratify expenditure.</p> <p>DH reported that she had received payment for refreshments for mail shot preparation meeting.</p> <p>There had been some misunderstanding over printing invoices only one had been paid. GP</p>

	TM expressed that finance was not included in agenda for discussion	requires payment for survey advertising posters 'Finance' to be added to Agenda
Time Plan	We are running later but back on new targeted time plan	Target completion date suggested as mid 2019 being more realistic.
Legals	Paper surveys, minutes etc.	To be stored securely in Parish office.
Open Day	<p>GP presented final survey posters</p> <p>Set up</p> <p>Storage/ removal of furniture Display boards</p> <p>Health and Safety</p> <p>Display boards</p> <p>Attendance sheets</p> <p>Feed back</p> <p>Experts on day</p>	<p>New updated flood plain poster. Minor adjustment of wording. 4 poster summary of survey results approved Discussion on TDC designated housing sites.</p> <p>15th December 5 pm , room booked</p> <p>Tables to be removed to</p> <p>Nursery school corridor. DH has discussed with PC. Fire exit in room to be kept clear, other route along corridor to main entrance. No fire alarm link to Fire Service, call 999.</p> <p>To be numbered. 2 x 6 double sided down centre of room. 1 x 3 table top.</p> <p>DH to print</p> <p>Post It notes for attendees to add further comments to displays. Pencils DH to order</p> <p>Liz Cutter, Flooding Speed Watch - Ashleigh Bolton/DH – Speed Watch Traffic and Car Park - IW</p>

	<p>Experts cont</p> <p>Refreshments</p>	<p>Planning – Parish Clerk/BPC councillors Policing - DH Health – Dr Bangalore/ Marnie from Time Bank Scouts – no response to email request IW/TM to approach J. Freebody</p> <p>It was decided not to detract from the Village Market café. Committee members on hand from office kitchen or Market Café.</p>
Engagement & advertising	<p>Posters for Open Day</p> <p>Smallfield Facebook Parish Council Website</p> <p>Surrey Mirror</p>	<p>Following the meeting DH reported that original posters for survey had been removed. GP to reprint for open day A4. To be updated advertising Open Day</p> <p>PB to update</p> <p>IW to contact</p>
Parish Council Website	Appears to be out of date re our minutes and agenda's	DH has in hand with Parish Clerk

Since the meeting future Data Protection advice has been received and it has been decided not to email those who have given email addresses. It has been suggested that we appoint a Data Controller. PB has volunteered to take on this role and DH as secretary and DH has input much of the data these should be the only persons with access to data stored. **No other person should retain any personal data i.e mailing lists other than committee contact details, these should be removed from their PC's immediately.**

No data results are to be in the public domain until after the Open Day.

Date for next meeting:

10th January