

Burghill Neighbourhood Plan Steering Group

Notes on Third Meeting on 15th January 2014 in Burghill Golf Club

Present. Anthony Vaughan (chairman), Sally Robertson, Alan Stokes, Heather Worth, Mike Buffey, David King, Bernie Green, Janette Pudsey, Harriet Gordon.

Apologies. Joanna Helme

Notes on Last Meeting. Accepted without comment.

Chairmans Change of Circumstances. Av has been re-employed by the Planning Inspectorate for a total of 30 days in the coming year. This is not expected to have any impact on his SG work.

Grant Aid. Most of the £6985 grant has been received and the PC has agreed to provide a further £2000.

Lottery Fund. AV has sent in an application to HC for £10,000 for comment. This could be used for professional help with preparation of the NP.

Wednesday Morning SG sessions in Simpson Hall. PC has agreed to fund these (£250).

PC's reaction to presentation of draft questionnaire at meeting on 8th Jan 14. A typed sheet of comments was circulated at the meeting for members' comments.

Prize Draw for Questionnaire. PC had agreed this expenditure but SG proposed to change to one individual prize of £50 plus a further £50 to be given to a local good cause of the winners choosing. This would have to return to PC for approval.

Data Protection Act. The PC's "Data Controller" is the Parish Clerk.

Questionnaire Distribution. The PC regards mid March as a good time in view of lighter evenings. The SG accepted this and expected analysis to commence in April.

Percentage Return on Questionnaire. If the return was less than 30% the PC would have to decide whether or not to continue with the NP. To maximise returns it was agreed to collect completed forms where possible. A Public Meeting would be arranged at the end of February (confirmed and booked following the meeting as Tuesday 4th March – 7.30pm to 9.00pm). A flyer will be produced week beginning 17th February for distribution. The meeting would also be advertised in the Community Mag and community website. Local groups such as WI, St Mary's Park Management, walkers, bell ringers, PTA etc, to be contacted so that the importance of a high return can be emphasised.

Printing Costs. Hazel has been discussing questionnaire printing costs with CAP. Sally will finalise the price with Ray Wilson. An attractive coloured front page should be used including perhaps a photo of the Co-Op orchard in bloom.

Volunteers for Questionnaire Distribution. 20 would be an ideal number but we are still short of this. More people are to be invited to help. In some areas small mixed groups of volunteers may be an alternative tactic. Sally would provide a written note of thanks to distributors in her report in the May Community Mag. David will assist Bernie in mapping and distribution planning. DK has a Valuation Office list of properties in the parish but this may not be complete. Sally will provide a list of council taxed properties.

Analysis of Questionnaires. Anthony requires volunteers for this.

Professional Consultants. Anthony is keen to see our work professionally backed and if we obtain lottery funding advises that we do so. He will obtain two quotations. One company suggested is Kirkwells who do work for Leominster and have also advised Breinton parish.

Sally will check with Ray Wilson regarding suitable programmes for our questionnaire layout to add a more professional look. (Since the meeting DK has come up with a good format which seems to fit the need.)

Projected 18% growth Rate for Burghill. AV gave details of the site where a HC background paper on rural housing can be found.

Next Meeting. 19th February at 7.00pm in Burghill Golf Club. (Note that this is a change from the original date proposed at the meeting)

MJB 17.01.14