

**Broadwindsor Group Parish  
Neighbourhood Plan**

**Committee Meeting  
Monday 16<sup>th</sup> May 2016  
Netherhay Methodist Church Community Room**

**1. Welcome, Present and Apologies.**

1.1 Welcome: Rowland welcomed everyone to the meeting.

1.2 Present: Councillor Rowland Hibbard (Chair), Councillor Tim Bassett, Councillor David Chumbley, Martin Coulson, Bob Harris, Brian Hesketh, Charles Lawrence, Tim Marshall, District Councillor Jacqui Sewell, John Wallis.

1.3 Apologies: Steve Chubb, Martin Rowan-Robinson.

Due to Steve's absence and intention to step down, Brian agreed to take the minutes of this meeting only, pending the appointment of a new secretary.

**2. Minutes of last meeting**

The minutes of the previous meeting, having been previously circulated by email, were agreed and signed as a correct record.

**3. Matters arising**

3.1 Business study: Bob has prepared a draft letter, list of questions and a map, for discussion with Tim, prior to their consultation with businesses in the plan area. Jacqui advised the meeting that, although Axe Mill has slipped out of more recent plans, it had been designated as an industrial area in 1998. This forthcoming plan may present an opportunity to regularise the situation. Tim and Bob agreed to progress their consultation.

3.2 Questionnaire: Brian circulated 5 copies of the questionnaire, as amended following discussion with Charles. A discussion followed on alternative means to allow more than one person in a household to express views, including multiple columns on the questionnaire or additional questionnaires being offered and available to households. There was further discussion of the inclusion of views expressed at the public meetings. Jacqui suggested, to agreement, that the invitation to mark the maps on the questionnaire be clarified to be within the plan area. It was agreed that the printed questionnaires be taken away and completed as an exercise and Brian be given feedback and suggestions, within a week. Brian agreed to email copies to Tim, Rowland and Jacqui.

**4. Correspondence and Notices**

No correspondence or notices.

**5. Treasurers report and invoices for payment**

No Treasurer's report. Reported from the Chair that nothing has been committed or spent.

**6. Grant application progress**

Rowland informed the meeting that, as David Glossop has stood down, he has taken over and recommenced the process of grant application, for which he has 30 days to complete, commencing 10th May 2016. The process is now assisted by having to hand the projected commitment from Jo Witherden in her role as consultant to this group.

## **Broadwindsor Group Parish Neighbourhood Plan**

### **7. Mapping software update**

David reported that the Parish Council agenda includes this item with a view to voting the funds required to use Get Mapping software under licence. The cost is a one-off fee of £20 and an annual charge of £60. Once paid for, members of this committee, using a number under the Public Sector Mapping Agreement will have full access to the mapping, under the menu item "Parish Online". David will commence the 30 day trial period as soon as funds are made available and he undertook to keep members updated.

### **8. Mission Statement and Terms of Reference**

This document has been previously circulated to some members and it was agreed that Brian will circulate it to all in readiness for adoption at the next meeting. Rowland will forward a copy to Jo.

### **9. Information gathering**

9.1 Questionnaire: dealt with under Matters Arising, 3.2

9.2 Business consultation: dealt with under Matters Arising, 3.1

9.3 Housing: Martin C attempted to obtain information from the estate agent who dealt with his house purchase, but without success, Jacqui offered to follow up on this. He has also examined both for sale and rental markets in the Plan area using online resources including Zoopla. He was, for example, able to find highest value and highest property turnover streets using this method. He agreed to circulate his findings to fellow members.

### **10. Employment and expansion**

See business consultation above. This will be considered at the next meeting, subject to progress by Bob and Tim.

### **11. Any other business**

11.1 Distribution: Rowland has received the list, with maps of the 29 Rounds used for distribution and collection of the Parish Plan questionnaire in 2011, together with details of many of the volunteers then involved. He agreed to draw up a table of the rounds for allocation of volunteers once their availability has been updated and to assist in recruiting new helpers.

There was agreement that it is a crucial part of the information gathering process that we need committed and effective people not just to distribute, but to retrieve completed questionnaires.

11.2 Calling slips: It was agreed that a "Missed you" slip for volunteers be prepared for use at households where no answer is received when attempting collection and to assist follow-up calling.

11.3 Questionnaire completion time: It was noted that the time allowed for completion of the Parish Plan questionnaire was 2 weeks.

11.4 Questionnaire additional copies: John suggested, to agreement, that the Chair's covering letter with the questionnaires informs people that additional copies may be obtained and that these be made available at the Broadwindsor Community Store, both pubs and at Kittwhistle Garage.

### **12. Date and venue for next committee meeting**

Monday 27<sup>th</sup> June 2016, 7:15 for 7:30pm at Blackdown Village Hall.