

Broomfield Neighbourhood Plan

Eighth Formal Notes of Steering Group

Held on 14th March 2017 at 7.30 pm at Broomfield Village Hall

Present: John Blake, Sue Hubble, Duncan Coles, David Howell, Angela Thomson, Tom Clarke
Peter Marriage,

85. Apologies for absence: Geof Garwood, Les Steed

86. Declarations of Interest – None

87. To approve notes of the 7th formal steering group meeting - Approved

88. Comments from Parish Council/Planning Committee -

Nothing to report

89. Other matters arising from notes

Nothing to report

90. Finance Report

Balance of funding at today's date is £3,349. It was agreed to spend on the following items:

IDA - £1,942.00 (data analysing)

Design & Print - £515 (printing of 2,000 questionnaires)

Design & Print - £144 (printing of 2,000 business reply post envelopes)

Leaving a balance of £748

We are also committed to spend further money on publicity, survey monkey, £100 (minimum for designing questionnaire).

91. Questionnaire

92. It was unanimously agreed that IDA be the best company to serve our needs for data analysing. BPC have used them in the past and they proved to be efficient, they can work quickly to fit our tight timescale, they already have the Royal Mail licence required to use a return pre-paid business envelope; saving us £95 and at least one week to obtain the licence and further time in designing the pre-paid envelope for approval of the Royal Mail.

It is hoped that the questionnaire can be proof-read and re proof- read by 24 March for distribution on 25/26 March. 4 weeks will be allowed for response by 22 April.

JB said he tested out the questionnaire on various outside bodies, including RCCE and CCC and took their comments into consideration and amended accordingly where necessary.

JB agreed to arrange for posters to be printed advertising the NP questionnaire and re-vamp banners.

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Approved

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Date

93. Royal Mail Response Service

Not now required as IDA provide within their service

94. Facebook/Website

TC agreed to put the questionnaire on survey monkey straightaway and would update with amendments after the final proof-read.

SH said she would contact Pat Roberts at ECC to obtain help in setting up links on our NP website to CCC local plan and other useful websites.

95. Items for next Agenda - Business /stakeholder questionnaire

Date of Next Meeting: 4 April

Meeting Ended: 9:30 pm

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Approved

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Date