

Broomfield Neighbourhood Plan

Twelfth Formal Notes of Steering Group

Held on 28th June 2017 at 7.30 pm at Broomfield Village Hall

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

141. Apologies: Les Steed, Geof Garwood

142. JB welcomed Karen Hurrell. Karen will be helping with administration

143. Declarations of Interest – None

144. To approve notes of the 11th formal steering group meeting – Approved

145. Comments from Parish Council/Planning Committee -

Nothing to report

146. Other matters arising from notes -

Nothing to report

147. Finance Report

SH confirmed that after purchasing publicity materials, leather bookmarks and balloons which will be used at the forthcoming Broomfield Fun Day on 9th July, the budget now stands at -£550.15. IDA has indicated that we can expect to receive another invoice of £142 and for them to return the residential questionnaires to us there will be a cost in the region of £60. SH said the invoice of £142 was not expected as IDA's costs were based on an estimate of 750 paper returns and 250 online returns. The actual questionnaires returned were 500 in total. SH to draft a letter to IDA setting out concerns.

148. Stakeholders' Survey

The draft stakeholders' survey was discussed and it was agreed that under Q12, "square metres" should be used rather than numbers, i.e. Floor Space: up to 100, up to 400, up to 1,000 and 1,000 +

Under Commercial this should be split to include leisure development, hotels and other commercial.

The return date of the survey may have to be extended beyond 31st July, bearing in mind Group members' holidays,

KH stated that she has set up an excel sheet including a comprehensive list of all Broomfield businesses, including community and utilities names and addresses as far as possible. The list can be used to create a mail-merge to print labels.

The survey will be posted through letter boxes if possible or by post.

It was agreed that it would be prudent to invite all developers to talk to us if they so wished.

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Approved

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Date

149. Residents' Questionnaire

The data analysis prepared by IDA (Independent Data Analysis) was discussed and JB kindly offered to produce an 8 or 9 page summary showing key data and a flavour of the survey by our next meeting date and also produce something more concise for the forthcoming Fun Day. DC is in the process of analysing open-ended questions which is proving to be a labourious task.

150. Village Games/Fun Day

KH has set up some display boards showing photos of Broomfield properties from days gone by and people can be quizzed on where the properties were actually located. AT has also prepared a paper quiz. Participants of the quizzes will receive a "goodie bag" containing a bookmark, a Country Stile book, balloon and sweets for the children. Two winners will receive a bottle of wine. DH, PM, KH and DC will be available to help set up the stall at 10.30. DH and KH will help on the stall throughout the day and JB will be available to help from midday. PM, JB, DH, KH and DC will take stall down again after 3 pm. SH to purchase "goodie bags". JB to purchase "sticky signs" so that a banner may be recycled. AT to lend gazebo.

151. Items for next Agenda

Residential Questionnaire Responses

Stakeholder Survey

Project Plan (next 12 months)

- a) What needs to be done**
- b) How we are going to handle the workload and potential need for specialist input**
- c) Implications for funding/future grant application**

Meeting ended 21.50

Date of Next Meeting: 1st August

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Approved

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Date