

**Broomfield Neighbourhood Plan**

**Third Formal Notes of Steering Group**

**Held on 29<sup>th</sup> November 2016 at 7.30 pm at Broomfield Village Hall**

**Present:** John Blake, Sue Hubble, Duncan Coles, Peter Marriage, David Howell, Geof Garwood, Les Steed, Tom Clarke, Ann Skippers

**29. Apologies for absence:** Angela Thomson

**30. Declarations of Interest** – None

**31. To approve notes of the 2nd formal steering group meeting** - Approved

**32. Comments from Parish Council/Planning Committee** – None

**33. Other matters arising from notes** - None

**34. Finance Report**

SH said that she had now submitted the application for an initial grant of £4,030. If fortunate enough to obtain the grant, then the money needs to be spent by 31 March 2017, which is a good target to ensure that our full questionnaire is completed by that date.

JB said that a total of £463.20 had been spent on banners, leaflets and publicity and would pass invoices to SH to produce spreadsheet of all spending.

**35. Launch**

JB said 62 short questionnaires had been completed to date and he would analyse these and the “swats” and would put the results on a spreadsheet. The short questionnaire was just a broad-brush to give us a base for the full questionnaire.

Items residents mentioned most were: cycle-ways, too much over-development, more GP surgeries needed, types of homes, outstanding school/cycle-way.

The “once an hour” question and answer slot didn’t materialise; instead one took place and it lasted one hour!

JB asked each member to give their opinion as to how they perceived the launch and the general consensus was that it was a success. People were very interested in the statistics, GPs and schools, eco-homes, saving energy.

It was agreed that the next questionnaire should include an age bracket.

AS said we should now build on the information we have and send a summary to all those who left an email address to keep up engagement. We should produce a report on sign-in, how many people attended, the areas they were most interested in i.e. GPs, schools, eco-homes etc. All of the facts can go into the consultation and the whole process will be easy if you analyse as you go:

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- Analysis of surveys/swats
- Build evidence
- Keep records
- Build library
- New items collected, items already published and Specialist evidence

**36. Questionnaires**

Our next meeting will focus on the full questionnaire, the design being critical. Including questions such as: What do you think? Preserving green space? Housing style? Site allocations?

**37. Next Steps**

TC commented that we need to produce a SEA (strategic environmental statement), consulting with CCC and policy writing.

JB asked AS to give her opinion on producing a character landscape concerning rural areas. Should we do one in house or get a professional to do it? As it appears that CCC are producing one, it may be better to wait and see what they produce and use theirs as a base.

**38. Website and Facebook**

SH said that she had contacted Pat Roberts of CCC and she now has instructions on how to put a questionnaire on website for people to complete online. Pat Roberts is hoping to find a way to make the logo spread across the homepage. Pictures of the boards taken at the launch event and summaries of surveys will also to be published on the website.

**39. Date of Next Meeting**

13 December (TC apologised he will not be able to attend this meeting). AS said she would attend the meeting on 17 January, as the DPC plans should be available by then.

Meeting Ended: 9:35 pm

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Date