

Record of Much Birch Neighbourhood Development Plan Steering group meeting 29 June 2017.

Present. Dave Goldsmith (Chairman), Shirley Coates, Trisha Egerton, Lesley Gare, Chris Grover, Roisin Burge (PC) , Chris Gooding (Data Orchard)

1. Apologies Steve Turner, Steve Holder, Rosemary Rigby , Mel Whitehead

2. Declarations of Interest. There were no declarations of interest.

3. Approval of Minutes of meeting 1 June 2017.

These were agreed and approved as a true record.

4. Matters arising.

The Chairman read out a letter of thanks from Mrs Sylvia Jones who had organized refreshments for 'the launch' of NDP. Mrs Jones was pleased to report that the event raised £136.05 for church funds.

5. Launch event review.

There had been a good turnout for the NDP launch event with 81 adults plus children in attendance. The home location of visitors (plotted on a central map) recorded a good distribution /representation from across the parish.

The Chairman had recorded all comments from visitors onto a central record which will be circulated to the group and then published on the NDP Information section of the Much Birch Parish Council web site. Note. This section is in place to provide historical and up to date documentation about the development process of the Much Birch NDP. The Chairman advised that photographs of the launch events have been added to this record.

The steady flow of visitors to the launch provided a positive and informative exchange of information and views with appreciation noted on the 'final comments' chart.

6. NDP Questionnaires.

Chris Gooding provided information about the '**next steps of information gathering, testing and consultation processe**' required to take the Much Birch NDP development process to the next stage.

The next steps should be to take the feedback provided by the 80 plus members who attended the Launch and a test it (using a questionnaire method) in the whole community to ascertain whether those who did not attend agree/disagree and to seek their comments and recommendations.

The design of the questionnaire is key to a positive response and the need to be clear about what information is required, the use to which it will be put, not to be too intrusive and an upper limit on questions was stressed.

It was agreed that the questionnaire should be designed to address the themes which had been used in the launch and which cover the main areas Neighbourhood Development planning. Data

Orchard have a resource of NDP questionnaires which have been 'tried and tested' and Chris advised that this could be used to inform questions for each theme. A 'Young person's questionnaire pack' for 11 to 15 year olds was considered a 'good idea'.

Action : The Chairman to allocate to each member of the group one MB NDP theme area together with a complete list of the comments on post it and paper notes made on that theme area by the visitors to from the launch day on 13 June.

The comments should be incorporated into questions (focused on the theme) with questions enhanced and drafted through reference to the compendium of standard 'tried and tested questions received from Data Orchard.

Members of the group would be asked to return the completed draft questions to the Chairman by mid-July for onward transmission to Chis Gooding for review and recommendations for any changes needed and before next 'Special meeting' meeting to the group planned for 3 August.

Questionnaires. Logistics of printing, delivery and collection to each household in the parish.

The detail of this will be discussed at the meetings of 3 and 31 August. At this stage in order to maintain momentum delivery is proposed for first week in September and collection 3rd or 4th week in September.

7. AOB

Communication strategy. The importance of all relevant information being made available to parishioners through a range of media was restated and confirmed. The Much Birch Parish Council web site (section NDP) will hold records and will be regularly updated by the Chairman. The Village newsletters will provide updates for those who do not regularly access the internet. Monthly reports are made to the Parish Council and a detailed 'record of engagement with the community' will be kept throughout the NDP process.

Contribution from Much Birch School. The Head teacher Mrs Davies will ensure that a contribution from the pupils will be made to the NDP consultation process.

Next meeting 3 August 2017 at Much Birch Community Hall. 7.30pm