

Record of Much Birch Neighbourhood Development Plan Steering group meeting 3 August 2017.

Present. Dave Goldsmith (Chairman), Trisha Egerton, Chris Grover, Pauline Hastie, Maz Jooma, Geoff Nichol, Rosemary Rigby, Steve Utley, Steve Turner (PC) Roisin Burge (PC) , Chris Gooding (Data Orchard)

1. Apologies Shirley Coates, Lesley Gare, Steve Holder, Mel Whitehead

The Chairman welcomed Pauline Hastie, Maz Jooma, Geoff Nichol and Steve Utley to the meeting.

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

3. Approval of Minutes of meeting 29 June 2017.

These were agreed and approved as a true record.

4. Matters arising.

The Chairman confirmed the main purpose of the meeting was to review in detail the first draft of the Much Birch NDP questionnaire. Since the meeting of 29 June, the questionnaire had been organized into 8 themes matching those set out in the initial Community consultation public Launch event and incorporating initial comments received from those who attended. It had then been circulated for feedback and recommendations from Chris G (Data Orchard) and members of the steering group.

5. Questionnaire review.

A full and detailed discussion took place about each question (39 in all) set out in the 'first draft questionnaire. Amendments were agreed and noted for incorporation into draft 2. Action Chairman and Chris Gooding (Data Orchard).

6. AOB (1)

On the advice of Chris G (Data Orchard) the Steering group were asked to consider additional surveys which could provide evidence on key areas relating to the development of the Much Birch NDP (and could be included in a MB NDP Questionnaire pack.) Data Orchard had provided standardized versions of the survey sheets and so if it was agreed to adopt them then the detail would need to be customised

The surveys were:

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| (i)Future Housing Needs in the Much Birch Parish | Minor adaptation needed |
| (ii)Business Questionnaire | Modifications needed mainly on
Introduction/layout |
| (iii)Land for Future Development. | Changes to introduction |
| (Call for sites) | Addresses of Landlords who live outside the
Parish to be located. |

(iv) Settlement Boundaries.

Full Information (detail) about this item was awaiting clarification and the suggestion of including this as a general question in the main questionnaire was agreed

AOB 2.

Additional matters raised/discussed and recommendations.

(a)Front sheet of Questionnaire. All agreed that the map on the front sheet of questionnaire was a useful and inspired choice. Further discussion about using (in addition) Parish logo /reduced picture of trees.

(b)On Line Access This will be in place with recommended safeguards.

(c) Accessible format. e.g large print Chris G has access to up to date information on 'best practice'.

(d)Contact details for those who have queries. Chairman

(e)Confidentiality boundaries to be clearly stated.

(f)Prize draw Arrangements for anonymity (data protection) of entries

(g)Arrangements for delivery and collection of Questionnaires. To be discussed at meeting 31 August 2017

(h)Communications Strategy. Notices to be drafted and sent to Parish News and Birches News for September publication

(i)Next steps Actions.

The Chairman to circulate revised and amended Questionnaire and draft surveys. A turnaround response will be needed in order to keep to the timeline as planned for printing and delivery.

8 Date of next meeting: 31 August 2017