



# Parish of Arne

## Neighbourhood Plan Steering Group Meeting 28<sup>th</sup> August 2014

**Present:** Cllrs A Pellegrini (AP) - Chair, R Scragg (RS), B Kenward (BK), C Macleod (CM), V Ward (VW), A Crocker (AC), R Kenward (RK), D Hunter (DH), I Jenkins (IJ), R Bessant (RB), A Wakefield-Sutton (AWS)

**1. Apologies:** A Pugsley (APu)

### **2. Minutes of the July meeting**

A copy had been issued to all members prior to the meeting. The post meeting note under Costs – Section 3 was brought to members' attention. A further £300 is required by Bournemouth University (BU) for checking the output, bringing the total cost to £1,400.00. It was proposed by DH and seconded by BK that the additional cost is accepted and the full analysis is left in the hands of BU – this will include the analysis of all comments.

AC reported that a grant of £4,317 from Locality has been confirmed and should be in the bank account shortly. It was noted that this money will need to be spent by the 31<sup>st</sup> December under the recently issued guidelines and will be used to cover the BU costs.

RS asked if the additional questions relating to broadband could be included and it was agreed that this could be dealt with via a link included with the on-line survey. It would not be possible to add any additional questions to the main survey at this stage.

### **3. Report on Neighbourhood Planning workshop with PDC**

AP reported that the session had been interesting although took the form of a discussion rather than a workshop. There is now a new interactive implementation plan, based on a Gantt Chart system. AP has been through it to try and match our original plan with it. A number of issues were highlighted and AP will speak to Keith Childs to try to get them resolved.

**Action – AP**

AC asked about the PDC funding and BK offered to speak to Anna Lee. In the meantime, AC will complete the PDC funding application.

**Action – AC**

### **4. New format for implementation plan**

AP has looked into the new format suggested by PDC. It is in the form of an Excel spreadsheet which generates a summary – a copy was passed to all members. He has taken the original time scale drawn up by the Steering Group and fed the detail into the new worksheet wherever possible, and produced a new date line. The application does not allow for any new lines to be

added which means a number of stages are omitted from the chart. In addition, there is an error in the formulae for one section. AP will speak to Keith Childs and discuss how such aspects as the HRA and SEAs can be included. **Action - AP**

## **5. Survey: Final consideration, timetable and completion online process**

RK had been waiting to hear about the funding before giving BU the go ahead to start work. Once printed, the surveys will need to be delivered to whichever councillor is responsible for their area. The collection boxes will be located as follows:

Stoborough School – AP to confirm

Halfway Inn – BK to confirm

Kings Arms – VW to confirm

Lookout – BK to confirm

The boxes were handed out to the relevant councillors and it was agreed that whoever delivers the boxes should also collect from them. AP will draft some wording to go onto the boxes and will e-mail to everyone. **Action - AP**

Councillors are to confirm that the locations for the boxes are acceptable by the 4<sup>th</sup> September.

**Action – AP, BK, VW**

It was agreed that 2,000 surveys will be printed. This will allow for at least 1 per household plus additional copies should more than one person in the household wish to complete the survey.

A 2-part raffle ticket will be attached to each survey and the idea will be for the person completing the survey to keep one part of the ticket and return the survey with the other half still attached. AC to purchase the raffle tickets. **Action - AC**

BK has e-mailed Imerys to see if they would be happy to provide additional prizes and, to maintain anonymity, the winning numbers will be posted on the notice boards and on the web site.

It was agreed a covering letter will be produced in full colour. This will explain the raffle tickets, location of the collection boxes, return dates and web address (RK to provide RS with web address) for online completion. It will also include details of how to obtain additional hard copies of the survey and contact details. RS, AP and AC to liaise in the production of the letter.

**Action – RS, AC, AP**

The survey will go out in an A4 size envelope and will include a return envelope. BK will contact AC once it has been determined if the survey can be folded to return. If so, we will need 589 A4 envelopes and 589 A5 envelopes (at least). These will then be printed as appropriate with minimal instructions on them. AC will arrange printing once envelope size is determined. **Action – BK, AC**

Once the covering letter, survey, raffle tickets and envelopes are all sorted, a working party will be held on the 11<sup>th</sup> September to put everything together, sort into street piles and deliver to the appropriate councillor. The working party will consist of **BK, AP, CM, RS, VW & DH** and will be held at 2pm at BK's. Please remember to bring your own stapler. AC will draw up a street list and issue. **Action - AC**

It is proposed that each envelope will be delivered in person, where possible, during the week commencing 15<sup>th</sup> September, with a view to the survey being returned by the 10<sup>th</sup> October.

## **6. Communication Strategy**

AP will draw up another newsletter which will include the dates of the survey and mention the proposed Information Evening in November – the date to be confirmed.

**Action - AP**

## **7. Next Steps**

- RK will carry out the full analysis of the surveys, once returned.
- Information Evening on November 18<sup>th</sup> at Stoborough Primary School – date to be confirmed – 7-9pm.

## **8. Any other urgent business**

RK reminded members that we need to think about what we are going to say at the Information Evening. We will need to hold a meeting prior to the date to discuss the format for the evening.

RB and AWS are confirmed as members of the NP Steering Group and will be included in all future distribution lists.

AP to check with APu to make sure she is getting all the e-mails.

All those delivering the survey are to send an electronic photograph to AP and he will arrange ID badges.

## **9. Date of next meeting**

AP to provide details of the next meeting.

There being no further business, the meeting closed at 19:52pm