

Broseley Neighbourhood Plan

Notes of Advisory Group Meeting 20th June 2018

Present : Phil Revell (Chairman); Councillors Gavin Goodall and Ian West, Sharon Clayton

1. Apologies received from Councillors Burton and Harris. Alison Dobson may not be receiving meeting notices – Phil will contact her.
2. In view of the small number of attendees, it was agreed that approval of the notes of the last meeting would be deferred until the next meeting..
3. Matters arising:
Item 4. Four members of this group had had a further meeting with Shropshire Council to understand how their Local Plan Review will impact on the development of the NP.
4. First public consultation:
 - Problems were experienced in making the SurveyMonkey form match the printed version. In future, the on-line version of any survey will be produced first. The use of simpler questions may help avoid the problems which some people have experienced with the on-line version, which appear to be due to shortcomings in the software or its interaction with people's web browsers.
 - The deadline for completing the survey can be extended without impacting on the processing of results.
 - Phil and Ian are using a simple paper-based process for collating the structured response. Because Phil is going on holiday, more help will be need to complete this; Gavin and Sharon offered to assist.
 - Ian will draft a short summary report of the main findings, together with a brief PowerPoint presentation for use at the public meetings. Phil and Ian will meet to finalise these before 9/7.
 - It was agreed that there was no value in transcribing the narrative responses verbatim. Instead, these will be précised and sorted into subject headings after the public meetings, to inform the subject task groups when they start work in the autumn. The questionnaires will be retained for future reference.
 - Email addresses provided on the questionnaires will need to be processed in accordance with the Council's GDPR policy. Council staff will retain an email circulation list which can be used to feed back the results of the initial consultation and further relevant information.
5. Public meetings:
 - These are being publicised in Town Talk, which should be distributed in the next two weeks. Ian will produce and send a press release to the Bridgnorth Journal (following Town Council protocol). Ian will also produce a poster and ask Esther to distribute copies.

- The format will be a short presentation and questions and answers, followed by break-out into topic-based informal discussions, around tables with plans etc. on them. There will be four topic groups as follows:
 - housing
 - recreation and environment
 - employment, businesses and the High Street
 - highways and transport

At least one member of the Advisory Group will be allocated to each of the topic tables, and unallocated members would be encouraged to 'float' between them. For the Monday meeting, the proposed topic allocation will be:

- housing – Ian
- recreation and environment – Phil and Sharon
- employment etc. – Gavin
- highways and transport – Simon Harris. Ian will contact Simon to check he is happy to do this.

Ian is not available for the Saturday meeting, so the role allocation will need to be reviewed after Monday's meeting.

- Recognising feedback from the January meeting, it was agreed that it is important that we have someone on the door, greeting arrivals and keeping a note of the number of attendees. Phil will ask Ann Maltby whether she would take on this role. He will also check whether the Victoria Hall could offer refreshments.

6. Task Groups

The scope and composition of the subject task groups will be agreed after the forthcoming public meetings.

7. Finance

Our grant application was successful and we have been awarded £1,525 for the period up to the end of March 2019. A second application will be required for the period after then. Ian will ask Trudi to send Phil a claim form so he can be paid for the SurveyMonkey licence.

8. AOB

Phil expressed his great appreciation for everyone who helped distribute the questionnaires. He emphasised that delivery to a household did not always mean that all the occupants were aware of it having been received, so it was to be expected that we would receive a few complaints about non-delivery.

9. Next meeting

Monday 23rd July, 7pm in the Library

Ian West

21 June 2018