

Broseley Neighbourhood Plan

Notes of Advisory Group Meeting 9th May 2018

Present : Phil Revell (Chairman); Councillors Burton, Goodall, Harris, Maltby and West; Kerry Rogers (Shropshire Council)

1. Apologies received from Sharon Clayton, who has offered to withdraw from the Advisory Group because she is currently finding it difficult to attend meetings. The Group all wished to retain her input and Phil agreed to invite her to remain a 'virtual' member at present, with the opportunity to return to attending meetings when circumstances allowed.
2. The notes of the last meeting were accepted.
3. Matters arising:
item 7: It was agreed that the revised version of the feedback from the January meeting should be placed on the web site.
4. Questionnaire:
 - Phil and Ian West have met with Shropshire Council's Tim Shrosbee and Eddie West to discuss Housing Needs Analysis. They have no plans to carry out this exercise in Broseley, as the need for affordable housing is already clear from data from HomePoint. It is considered that their proposed questionnaire is not suitable for inclusion in its entirety, for a number of reasons, but some of the questions have been incorporated into Phil's draft. Ian will check with SC whether we can still invite Broseley residents to complete their version of the full HNA questionnaire on-line or whether we need to create our own separate on-line version.
 - It was agreed that a question on the development boundary was not appropriate at this early stage of the process. A 'prefer not to answer' is required for some questions.
 - It was confirmed that one copy of the questionnaire would be delivered to each household, with further copies being available on request or from the Library; this will require 3,000 copies to be printed. Any additional briefing material, including maps, will be posted on the web site.
 - A paid-for SurveryMonkey service will be required, because of the numbers of both questions and potential respondents. This will allow an unlimyed number of questionnaires to be created. The cost of this will be £34 per month if paid monthly.
 - Delivery of questionnaires will probably be a mixture of paid delivery contractors and members of the Advisory Group. Ian will make contact with the Town Talk deliverer and Phil will speak to other potential contractors.

- No envelopes are to be provided. Residents will be asked to return them to collection boxes, one of which will be in the Library. Simon Harris will ask Nick Downes and James Hurdley whether they will have collection boxes in their shops. Kerry will organise three ballot boxes for this purpose, Councillors Goodall, Harris, Maltby and West plus Phil Revell will also accept questionnaire deliveries at their homes. A collection point in Jackfield would be desirable – Ian will approach Graham Hollox. [He is away for almost the whole of the relevant period- there are others down there I could ask.]
 - Phil, Simon and Ian will meet to refine the questionnaire, which will then be sent to all members of the Advisory Group for approval. It was confirmed that separate consultation exercises will be held later in the year for school-age children, young people, businesses and their employees.
 - All five members of Broseley Town Council present endorsed the proposed expenditure on printing and distribution of the questionnaire and the SurveyMonkey fees, likely to cost in total approximately £1,000, to be paid from the funds allocated by BTC.
 - The proposed timetable for the questionnaire is:
 - Questionnaire agreed by 25/5
 - Printing of paper copies and creation of on-line version by 31/5
 - Distribution of paper copies 1/6 to 4/6
 - Deadline for return of paper copies 18/6 [Could we allow a later deadline for on-line completion, given that the data analysis will take less time than for the paper version?]
 - Completion of initial data analysis [1/7?]
5. Public meetings:
Two meetings are proposed – one on the evening of 11/7 or 12/7, the other on the morning of Saturday 14/7. Ann Maltby will check the availability of the Victoria Hall and report back to Ian.
 6. Task Groups:
Confirmation of task groups and their membership will be deferred until after the July public meeting.
 7. Finance and grants:
Phil and Ian have been unable to meet to complete the grant application but will do so at the earliest opportunity.
 8. Any other business
Phil and Mick Burton will try to arrange to meet with the member of the public who expressed dissatisfaction at some comments made during the discussion on the Neighbourhood Plan at the Annual Town Meeting.
 9. Next meeting:
Monday 11/6, 7pm in the Library.

Ian West
10/05/2018