

**Boughton Aluph and Eastwell Neighbourhood Plan
Project Team Meeting
21st September 2015 at 7.00pm
Sandyacres**

Attendees:-

Carol Bunker **(CB)**
Erica Lasparini **(EL)**
Bryan Hall **(BH)**
Jane Hall **(JH)**
Fiona Miller **(FM)** – **Minutes**
Ray Burrough **(RB)**
Winston Michael **(WM)** - **Chair**

#	Detail/Actions	Action Owner
1	Review of Residents' Meetings	
	<p>WM asked the members of the meeting for their views on the meetings held for Goat Lees and Boughton Lees residents.</p> <p>The general consensus was that:-</p> <ul style="list-style-type: none"> • there was significant support and engagement from the Boughton Lees residents • the boards and displays were very professional thanks to EL's efforts • the members of the project team worked well to engage with participants and to explain any matters • there was concern that there was so little support from Goats Lees residents, in part due to evening meetings, the inclement weather and clashes with the World Cup rugby. <p>WM noted that he was personally organizing and financing a personal flyer to all Goats Lees residents encouraging their participation at the Sandyhurst Lane event.</p> <p>A discussion took place on how best to communicate within the team.</p> <p>WM noted that the discussions held with ABC were:-</p> <ul style="list-style-type: none"> • to determine if ABC would assist with the costs of the Questionnaire • to review the policy document prepared by Jenny Lampert 	
2.	Capture and Analysis of Post it notes	

	<p>WM noted that the post it notes provide the evidence of consultation and that the responses of residents will shape the questionnaire.</p> <p>EL suggested the following course of action:-</p> <ul style="list-style-type: none"> • To capture the information from the post it notes on a spreadsheet noting the venues/topics etc via a code in order to identify areas of consensus, opposing views and outlying topics. • To review this information as a team • To pass any topics that fall outside the NP to the appropriate place eg Parish Council • To prepare a short summary for review by the Parish Council meeting on October 7th. <p>The project team agreed with this approach.</p> <p>Action – EL/JH/CB to obtain the post it notes from Martin and analyse them as agreed and prepare a draft report for review by the project team prior to submission to the Parish Council.</p>	<p>EL/JH/ CB</p>
3.	Events conducted	
	<p>WM asked the project team if there were any changes they felt should be made for the meeting on Sunday 27th September. FM suggested that the displays should start with the parish maps and EL suggested that the last board should be the vision statement.</p> <p>The project team agreed with this approach.</p> <p>Action – CB to bring a larger scale map of the Parish to Sunday’s meeting.</p>	<p>CB</p>
4.	Other events	
4.1	<p>Business events</p> <p>BH/JH have obtained a list of businesses paying business rates in the parish.</p> <p>Action –BH to cross reference the business rates list with his Chamber of Commerce list and the list of businesses that WM will supply him.</p> <p>BH’s aim is to get a name/email address of a person to invite to our business event.</p> <p>BH noted that Rift Accounting have agreed to provide a venue to host the event.</p> <p>It was agreed that the event should be held in mid/late November.</p> <p>Action – BH to propose a timeline and actions needed to organize this event.</p>	<p>BH/WM</p> <p>BH</p>
4.2	Workers event	

	<p>WM noted that we should also be engaging with people who work rather than reside in the parish and who were likely to be concerned with parking and public transport.</p> <p>Action – BH/EL to propose a plan to engage with workers.</p>	BH/EL
4.3	<p>Other Groups</p> <p>It was agree that the next meeting should review the list of potential consultees and agree those that were relevant.</p> <p>Action – RB to bring consultee list to the next meeting/WM to add the review of the consultee list to the agenda</p>	RB/WM
4.4	<p>Developers</p> <p>WM noted that ABC has confirmed that we should be engaging with developers after we have responses from the Questionnaire.</p>	
4.5	<p>Schools</p> <p>It was agreed that the lack of response from the Head teacher at the primary school was disappointing.</p> <p>WM noted that he has a meeting with the Head teacher mid/late October and that he will provide an update to the group following this meeting.</p> <p>Action – WM to update the project team on the outcome of his meeting with the Goat Lees head teacher.</p> <p>WM noted that whilst the Towers school was outside the parish many of the students were resident in the parish.</p> <p>Action – WM to set up an introduction for JH to meet with the Head teacher of the Towers school with the aim of involving students in the project in lessons/providing volunteering opportunities.</p> <p>Action – CB to contact the chair of the Goats Lees school friends association to encourage their involvement in the project.</p>	WM
4.6	<p>Youth Club</p> <p>Action – WM to contact the Goats Lees Youth club leader to engage with the youth club</p>	WM

The meeting closed at 9.00pm

Date of next meeting:- To be advised