



**20<sup>TH</sup> MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP  
THURSDAY 7<sup>TH</sup> APRIL 2016, 7.00PM  
OLD FORGE HOUSE, BOUGHTON LEES**

**Attendees:-**

Carol Bunker **(CB)**  
 Erica Lasparini **(EL)** - Chair  
 Bryan Hall **(BH)**  
 Jane Hall **(JH)**  
 Fiona Miller **(FM)** – Minutes  
 Ray Burrough **(RB)**  
 Bob Morgan **(BM)**  
 Anna Kirke **(AK)**

#	Detail/Actions	Action Owner
<b>1.</b>	<b>Apologies for absence</b>	
	EL noted that apologies have been received from Karen Britton.	
<b>2.</b>	<b>Minutes of meeting of 2<sup>nd</sup> March 2016 and matters arising</b>	
	All confirmed they were happy with the minutes.  It was agreed that all matters arising would be covered during the meeting.	
<b>3.</b>	<b>Chair's report</b>	
	EL noted that her meeting with Ashford Borough Council (ABC) had been delayed from the end of April to the end of June/July.  EL has been advised that Pluckley now have a draft NP on their website which would be useful for all to review.  EL noted that Jason Matthews had announced that he was stepping down as chair of the Parish Council and that the Annual Parish meeting was scheduled for 13 <sup>th</sup> April 2016.	
<b>4.</b>	<b>Neighbourhood Plan Survey</b>	

<p><b>4.1</b></p>	<p><b>Progress report including online survey responses</b>  EL thanked all for their work delivering the questionnaires and in particular JH for organising the volunteers.</p> <p>EL circulated the results of the on line completions to date (105) and the results were reviewed, in particular any postcodes with no responses. She noted she:-</p> <ul style="list-style-type: none"> <li>- Would send an email reminder to all on the NP mailing list</li> <li>- Has sent a press release to the local papers.</li> </ul>	<p><b>EL</b></p>
<p><b>4.2/ 4.3</b></p>	<p><b>Final promotional activities in advance of 17<sup>th</sup> April deadline and Collection of completed surveys</b>  It was agreed that 2 postcards be printed:-</p> <ul style="list-style-type: none"> <li>- to remind residents of the need to complete the questionnaire and</li> <li>- a "sorry we missed you" postcard to be used when collecting the questionnaires</li> </ul> <p>EL to draft up and circulate for review and to organize printing ASAP.</p> <p>It was agreed that JH should contact the volunteers to see if they would:-</p> <ul style="list-style-type: none"> <li>- deliver the postcards reminding people to do the questionnaire pre 18<sup>th</sup> April</li> <li>- collect the questionnaires/deliver the postcards reminding people to do the questionnaires or return them to central collection points post 18<sup>th</sup> April.</li> </ul> <p>It was agreed that the collection points would be at CB's house and the pharmacy at Goats Lees.</p> <p>It was agreed that EL should keep the online survey open until midnight on 23<sup>rd</sup> April.</p>	<p><b>EL</b></p> <p><b>JH</b></p>
<p><b>4.4</b></p>	<p><b>Data inputting and analysis of completed surveys</b>  EL noted that community engagement consultant Sue Jobbins had recommended the consultancy firm "People and Places Partnership" to perform the analysis of the surveys.</p> <p>Their quote was £800 for data analysis and £500 for the Executive summary.</p> <p>Given they would charge £250 to input 50 surveys it was agreed that if any questionnaires are passed to us, we should enter them on line to avoid paying for data inputting.</p> <p>All agreed that it was preferable to use a consultant for this work to provide independent analysis.</p> <p>BM/BH will look to source alternative quotes.</p> <p>People and Places have indicated that they could produce the work by end of May.</p>	<p><b>BM/BH</b></p>

<b>4.5</b>	<p><b>Number, location and timing of community feedback events</b> It was agreed that three events should be held at the weekends during July at the Iron Room, Sandyacres and Goats Lees Primary School (if possible).</p> <p>It was agreed that we should have a presence at the Village Fayre on 11<sup>th</sup> June.</p> <p>EL to circulate possible dates and look at room availability.</p>	<b>EL</b>
<b>5.</b>	<b>Call for sites and site assessments – next steps</b>	
	<p>EL suggested that CB take this lead on this with assistance from all in the group.</p> <p>CB noted that a key task may be the production of a Strategic Environmental Assessment (SEA) which Wye had to do as they are in an ANOB.</p> <p>EL to liaise with ABC to determine if this will be required.</p>	<b>CB</b>  <b>EL</b>
<b>6.</b>	<b>Boughton Lees Pleasure Fayre – 11<sup>th</sup> June</b>	
	<p>It had been agreed earlier in the meeting that we should have a presence at the Fayre.</p> <p>EL to speak to Ann Hardie.</p>	<b>EL</b>
<b>7.</b>	<b>Any other business</b>	
	No matters were raised.	
<b>8.</b>	<b>Date of next meeting</b>	
	<p>The next meetings were agreed:- 9<sup>th</sup> May 2016 2<sup>nd</sup> June 2016</p>	

The meeting closed at 8.20 pm