

**BRACKENFIELD NEIGHBOURHOOD PLAN
MEETING OF THE NEIGHBOURHOOD PLAN GROUP
AT THE PLOUGH, BRACKENFIELD
ON TUESDAY 5 SEPTEMBER 2017 AT 6PM**

Present: Linda Walker, David Wakefield, Rachel Robson (Consultant); Billie-Jean Poole, Martin Philips, Peter Pilsbury, Graham Keeton, Mike Edwards, Christine Edwards, Anne Edgar, Jane Bush

Apologies: Stefan Priest, Iain Armour

Minutes: The minutes of the meeting held on 8 August 2017 were read and agreed.

Matters arising:

- **Flyer:** A sub-group of 5 members met on 22 August to prepare a draft flyer, which was circulated to all steering group members for comment and suggestions. Some people had difficulty accessing the documents due to I.T. Issues.
- **Community Survey:** Following the last meeting, Rachel created a first draft which was discussed at the meeting on 22 August. Some small amendments were proposed and the revised document circulated to the steering group.
- **Grant:** The first payment of £1950 from Locality has been approved and it is now possible for Andrew Towler to apply for a grant from Awards for All.

Discussion:

- Michael Poole has kindly offered to assist by designing and printing the flyer and community survey. His offer is gratefully accepted.
- The flyer needs work to make it eye-catching and more punchy – maybe some of the text could be edited out or transferred to the survey document (e.g. contact details) and more images could be added.
- We need some means of branding the Neighbourhood Plan documents e.g. a logo (suggestions included featuring the old school, green, church or bracken) and colour scheme.
- The survey needs a front cover – title, pictures, map of Parish boundary.
- It needs to show options for returning completed copies:
 - Letter boxes at Holly Cottage, The Old House, Butterfield Lane or 4, School Lane
 - Complete on line via website: www.brackenfield.org (using Survey Monkey) or await collection by a member of the Steering Group on..... (date to be inserted)
 - Before the final version of the survey is printed we need to test it (for speed of completion, clarity of the questions, length, omissions etc.) Each member of the steering group will ask one friend or family member living in Brackenfield to complete the survey and provide feedback.

Timescale:

It was agreed that we should try to get the survey completed and returned by the last week in October so that we can move on to the next stage at the November meeting.

By Friday 8 September:

Christine will email the first drafts of the flyer and survey to Billie-Jean and Michael Poole so they can begin initial design work.

Martin will put some village photos onto a cd and drop it in to Billie-Jean.

By Tuesday 12 September:

Members of the steering group will send any suggestions or comments about the draft flyer and survey to Christine by Tuesday 12 September. Christine will forward these to Billie-Jean and Rachel.

By Monday 25 September:

If possible, we would like the final version of the flyer to be printed by Monday 25 September so that it can be hand delivered to all homes during the final week of September by Chris and Mike, Martin and Stefan.

Following receipt of any comments or suggestions, Rachel will send a revised draft of the survey to Christine, who will circulate it to the steering group to be trialed by a friend or relative in the village as quickly as possible. Their comments should be written on the back of the survey which should then be returned to the Old House, Butterfield Lane by 20 September if possible.

Mike will get the completed trial surveys to Rachel for final editing of the text.

Once the text is finalised, Rachel will forward it to Mike and Billie-Jean so that final changes can be made and the survey can be printed.

By Monday 2 October:

It is hoped that the survey could be printed by 2 October, in time to be distributed for delivery at the next meeting on Tuesday 3 October.

By Wednesday 18 October:

Volunteers from the steering group will deliver to a small group of homes between 4 and 11 October and arrange to collect completed surveys as required the following week.

Next meeting:

Organise delivery of community surveys

Start to develop a vision for Brackenfield over the next 15 years, leading to a set of objectives and policies which can form the basis of further consultation. It would be helpful if steering group members could look at some examples from adopted plans made in similar communities before the next meeting.

Next meetings 6pm at The Plough (all welcome):

Tuesday 3 October

Tuesday 7 November

Tuesday 5 December 2017

