

BOX PARISH NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF 3rd MEETING HELD ON 17 APRIL 2019

1. Present:

Nick Botterill (Chairman), Vicki Dorey, Andrew Lucas, Sheila Parker, Jonathan Parkhouse, Kate Sugg, Tim Walton, Dave Wright

Apologies: Tim Barton

2. Minutes:

The Minutes of the convening meeting held on 26 March 2019 were agreed.

3. Matters arising from previous meeting not covered in this meeting

- Residents' survey – following latest amendments this was agreed with the exception of reference to Middlehill (typo) in introduction. **Action: Nick Botterill to advise LG Middlehill is one word**
- It was noted that a gazebo had been offered for Box Revels. **Action: Tim Barton to supply gazebo for Box Revels 27 May**

4. Communications

- a) The production of booklets similar to those produced by Colerne was considered. In light of the indicative timescale for producing the content as well as the time and costs for both DP and printing the booklets, it was decided not to proceed at this stage with these for Box Revels on 27 May. It was suggested that we should still look to produce at a later stage of the consultation process.
- b) Email – it was agreed to set up an email address on the lines of BoxParishNP@gmail.com Tim Walton has already done this, details of which have already been circulated to committee
- c) Social Media – we can create appropriate Facebook pages. Tim Walton has already done this, details of which have already been circulated to the committee
- d) Website – it was explained that there were problems to do with the parish council website and linking to it. It was agreed that a Domain Name **BoxParishNeighbourhoodPlan** would be purchased. **Action: Sheila Parker agreed to see if her daughter could do this most probably through the WIX set up.**

- e) Website – once domain has been purchased, a website initially based on the draft poster information would be created. **Action: Nick Botterill agreed to liaise with Tim Walton as to how this could be done**

5. Box Revels 27 May 2019

- a) Flyers - it was agreed that small A6 flyers would be used to circulate. **Action: Vicki Dorey to create roughly based on the draft A4 poster and circulate to committee when ready**
- b) A4 poster latest draft – **Action: Vicki Dorey to look at design improvements and circulate when ready**
- c) It was agreed that when flyers and posters are in agreed form, quotes for printing c500 A6 and 200 A4 posters should be sought. **Action Dave Wright**
- d) The A4 poster to be displayed in all parish noticeboards when printed. **Action Nick Botterill**
- e) 2 large A3 photo posters from Jonathan Parkhouse's archive (suggested Blind House and Box Tunnel) to be created to decorate gazebo. **Action Dave Wright to get estimate for blowing up and cost of producing**
- f) A1 map of parish to be obtained for display/information purposes and laminated if possible. **Action Nick Botterill**
- g) Information that was in the parish leaflet to be re-edited in a flyer version – potentially photocopied in the parish office. **Action: Sheila Parker to procure in Word form, Nick Botterill to edit and produce c100 copies**
- h) Surveys (number tbc) to be available in hard copy. Will need a collection point and preferably in envelopes **Action: Nick Botterill to arrange**
- i) Banner was agreed at notified cost. **Action: Dave Wright**
- j) A short script to be available for committee members. **Action: Nick Botterill**
- k) A committee rota needs to be created for covering the event, hopefully 2 people present. **Action: Nick Botterill**
- l) Gazebo offered. **Action: Tim Barton to supply on site at commencement of event**

6. Budgets & Finance

The Treasurer reported that the latest government funding round for Neighbourhood Planning had not been opened up and the websites were now advising this would happen in May.

This presents a problem in that expenditure (fairly modest) needs to be incurred so as to attend Box Revels. It was felt, and with reference to another local example, that this could be forward funded by the Parish Council. **Action: Sheila Parker (PC chairman) to clarify.**

The other area of expenditure, which is more material, is with regard to LemonGazelle and their stage 2 work which looks as if it is triggered by the on-line survey and the need to process results. **Action: Sheila Parker to consult with LemonGazelle.**

7. Any other business.

Jonathan Parkhouse to speak to the County Ecologist with regard to the Natural Environment of the area and in particular to look into the non-designated data in respect of Historic Environment.

8. Date of next meeting –

Wednesday 22 May 2019 at 7pm Parish Offices

Meeting closed: 8.45pm