

BOX PARISH NEIGHBOURHOOD PLAN STEERING GROUP

6th MEETING 7PM MONDAY 23 SEPTEMBER 2019

At the Parish Council Chambers, Market Place, Box

Agenda

1. Present

Nick Botterill (chairman), Tim Barton, Vicki Dorey, Andrew Lucas, Jonathan Parkhouse, Dave Wright

Apologies – Jackie Cox, Tim Walton

2. Minutes of the 5th meeting on 29 July 2019

Agreed with amendment to final bullet point of item 5.

3. Matters arising from meeting on 29 July 2019 not covered below:

None.

4. On line (and hard copy) survey including timetable

It was noted that the flyers advising of the survey had been almost all circulated c 1,700 in total. There had been 163 responses to the on-line survey as of 22 September i.e. just shy of 10%. LemonGazelle had noted that there was a need for more responses from the younger demographic in order to achieve balance.

It was agreed that Tim Walton should make some mention on the Facebook post as well as advertising on Box Shout out etc. **Tim Walton to action.**

It was also agreed to seek to place the surplus flyers in locations where they would be taken by the public; locations to include:

- Post Office – **Nick B actioned 24/09/19**
- Quarrymans Arms – **Nick B actioned 24/09/19**
- Selvyn Hall – **Nick B to action**
- Box CE Primary School – **Sheila P to action**
- Box Chemist – **Sheila P to action**
- Queens Head – **Sheila P to action**
- Corsham Primary School – **Dave W to action**
- Wadswick Country Store – **Tim B to action**

A discussion took place about other groups to notify of the survey and the following were identified:

- Churches (Box, Ditteridge, Box Methodists, Rudloe)
- Fit & 50, Yoga group, NATs Luncheon Club, Selvyn Hall groups, other groups in parish magazine
- Leafy Lane Playing Fields users

It was agreed that Nick B would seek to make contact and urge the need to complete questionnaire (email them the flyer) as well as asking if they might be interested in a focus group in the future.

5. Business forum/focus group 21 October 2019 at Wadswick

It was noted that an invitation had been circulated but the list of businesses in Box may be incomplete. It was suggested that Mike Williams be approached to see if he had more business contacts and the Kingsdown Golf Club and Hatt Farm be added to the list – **Nick B to action**. The format would be of a brief presentation followed up by questions/feedback.

It was agreed that Nick B would edit the hard copy questionnaire to make it appropriate for employers/business. It was agreed that all such meetings required minuting to ensure capture of all feedback/evidence – **all**.

6. School forum/Rudloe focus group

It was noted that Corsham Primary School, Broadwood Ave had not come back following enquiries from Dave W. However post meeting a time/date has now been confirmed of **4.30 – 6.30pm on 16 October 2019**. Arrangements for this will be put in place off line but all are welcome to attend.

It was agreed that Nick B would seek to open a dialogue in due course with Box Primary School as follow up to Sheila P seeking to place leaflets

7. Booklets

It was noted that much of the input for this could only take place after the results of the survey now running had become known. The first draft had been made available by Dave W and further input was encouraged via the version available on Dropbox. Jonathan P was thanked in particular for his contribution. It was stressed that the purpose of these booklets were to inform based on what we know at the time of issue and that we had to make sure that none of the sections could be described as 'leading'.

It was agreed to continue with the iterative editing process (**all**) but await the results of the survey before producing a second draft. The intention is to produce these in early 2020 as part of a refined bigger push in evidence gathering.

8. Committee roles?

The chair suggested that to avoid overload of one or two people there was a need to divide up roles more by way of sub-groups. It was suggested that

- Planning/timetabling of NP – **Nick B, Jackie C** (suggested post meeting subject to her agreement)
- Literature sub group – **Nick B, Vicki D, Dave W**
- Research – **Andrew L, Jonathan P** (suggested post meeting subject to his agreement)

9. Website update

The chairman reported that the new Parish Council website was expected to go live very shortly and that he had supplied very basic copy to populate it with a Home tab as well as one for surveys, contacts, minutes and agendas etc.

It was suggested that Tim W should have editing rights for the Neighbourhood Plan part of the website.

10. Any Other Business

- a) Financial report – the Treasurer circulated the up to date financial situation
- b) Jonathan P reported that the environmental data had been sourced cheaper than expected and owing to omissions he had pointed out (including absence of data he had supplied!) he had received a newer, more comprehensive update.
- c) Data storage should be by way of back up on to a stick which was stored by in the Parish Council offices – **Jonathan P and all to action. Also Jonathan P will** send a list of all the relevant policy sources which will be influencing our work and which we will have to pay attention to and be in conformity with including (inter alia) NPPF, Wiltshire Council Local Plan and emerging review, Town & Country Planning Acts, Cotswold AONB management plan etc.

11. Date of next meeting

Tuesday 29 October 2019 7pm at Parish Offices

Meeting closed 8.45pm