

Steering Group - Meeting Minutes - approved

Members			Role	Present	Apologies
Simon Greaves	SG		Chair	✓	
Sue Davitt	SD		Secretary	✓	
George McGarvie	GM		Treasurer	✓	
Peter Gabbot	PG			✓	
David Hale	DH			✓	
Karl Hughes	KH			✓	
Mary Greaves	MG			✓	
Linda Hutchinson	LH			✓	
Mike Hutchinson	MH			✓	
Tina Kingston	TK			✓	
Philip Kingston	CK			✓	
Paul Sterry	PS				
Graham Vick	GV			✓	
Vic Worley	VW				
Liz Bourne / Becky Hopkinson	EB / BH		Facilitator		
Copies of Notes sent to those above and below					
Leonie Browne	LB		PPC Clerk		

Meeting Held at	Date	Time
St Stephen's Hall, Little London	03/10/19	19:30

Item	Agenda Topic	Action
	<i>The meeting welcomed Peter Gabbott</i>	
1	Minutes of meeting on 29/08/19 Approved	SD
2	<p>Progress regarding leaflet delivery</p> <ul style="list-style-type: none"> At the Parish Council meeting on 19th September 2019 it was decided that the PSG should use a professional company to carry out the distribution of leaflets. Three businesses were approached by TK; <i>Logic Search</i> has been selected; they will deliver to specified houses, monitor and log when this is done; provide the PSG with a report including information on any properties not found etc. (The PSG will follow up any missed.) <i>Logic Search</i> can undertake to complete the distribution within 1 – 2 weeks of the go-ahead. They have carried out similar work for a number of councils. The quote is £330 + VAT. The PSG felt that before going ahead with <i>Logic Search</i> that they should be asked to pass the mobile number of TK (or SG) to a couple of the councils they have provided a similar service to, with a request to make contact with TK in order to 'verify' that the work done was professionally carried out (avoiding any issues with GDPR by volunteering one of our mobile numbers). It was also felt that a couple of local councils on the list we have should be approached in case 	TK TK/PK

	<p>there is a delay in receiving verification contact via <i>Logic Search</i>.</p> <ul style="list-style-type: none"> Until <i>Logic Search</i> has been checked out, timings regarding the copy, printing, distribution and return / collection dates cannot be finalised (<i>dates for siting of the collection boxes will also need to be firmed up with Pamber Heath Stores / Elm Park Garden Centre</i>). <p>It was agreed that TK, SG, SD should liaise to finalise the dates. TK to check that printer can make our revised timeline. Printer will be asked to courier the leaflets direct to the distribution company to minimise any further delay.</p> <ul style="list-style-type: none"> GM suggested that a £50 charitable donation (with tick box for charity preference) be added to the leaflet to incentivise the completion and return of the leaflets. The meeting felt that this idea could be considered to be an inappropriate use of public funding and potentially cause some problems when the NP is submitted for examination. 	<p>TK/SG/SD</p> <p>MH/LN or DH</p> <p>TK</p>
<p>3</p>	<p>Update on engagement with schools</p> <ul style="list-style-type: none"> DH and PK were of the option that this engagement should wait until the leaflets go out. The view of the meeting was that Head Teachers at the relevant schools should be contacted to discuss what we wish to do and that the probable timing will be in November. DH suggested that information regarding the leaflet distribution as well as surveys which will be carried out with schools, businesses, clubs and organisations be updated via various publications in the parish. It was decided that because of the lead times involved, this information would be better communicated by updating the parish website. 	<p>DH</p> <p>SG</p>
<p>4</p>	<p>Update on draft questionnaire for businesses / clubs & organisations</p> <ul style="list-style-type: none"> Business questionnaire - KH circulated ideas for the draft questionnaire which was very much along the lines of asking businesses to provide their own input unprompted by specific questions. PG was of the opinion that most business owners wouldn't bother to respond and that whilst he agreed that a lot of questions would be off-putting, a few carefully written questions and the opportunity for the business owner to add their own comments as well would be more likely to encourage replies. The meeting agreed. PG and MH to further develop the business survey, if possible in time for the next meeting. Some brief questions regarding the business' name, location, number of employees or 'prefer not to say' information to be added in addition to a GDPR disclaimer statement. LH agreed to compile the list of businesses. PSG members to provide details of any businesses they are aware of that may not be on the list we have. It was agreed that distribution should take place in the New Year. Clubs & organisations questionnaire – It was agreed that the business survey could be adapted to make it appropriate for use with clubs and organisations operating within the parish. MG was asked to compile a list from local parish publications as well as checking with the booking organisers at both Pamber Heath Memorial Hall and St Stephen's Hall. It was agreed that distribution should take place in the New Year. 	<p>PG/MH</p> <p>LH / All</p> <p>MG</p>



Pamber Neighbourhood Plan

5	<p>AOB</p> <ul style="list-style-type: none"> The meeting agreed that guidance should be sought from Andrew Rushmer of B&DBC regarding how the subject of travellers' sites can be tackled in a neighbourhood plan. 	SG		
6	<p>Date of next meeting</p> <ul style="list-style-type: none"> Thursday, 31st October 2019 at 19:30 at Pamber Heath Memorial Hall. <i>Apologies from DH and PK who are unable to make the next meeting</i> Future PSG meeting: <table border="1" data-bbox="336 573 560 618"> <tr> <td>28/11/19</td> <td>LL</td> </tr> </table>	28/11/19	LL	PSG
28/11/19	LL			