**MILBORNE ST ANDREW**

**NEIGHBOURHOOD PLAN WORKING PARTY**

**MEETING HELD ON 12th MARCH 2015 AT THE VILLAGE HALL**

No.7

1. Present: Mike Brown (MB), Georgina Carrington (GC), Sue Cherry (SC), Michael Hopper (MH), David Gould (DG), Susan Gould (SG). Apologies: Ronald Hogg (RH)

Welcome to new member Jo Witherden

1. The Minutes of Meeting No.6 on 10th February were approved with no amendments.
	* 1. Matters arising. Item 5c – The acquisition of a key to the committee room has yet to be resolved
		2. Item 6c – Many thanks to the Reporter Delivery Team who so kindly delivered the flyer to all the homes in the village. MH will take the spare flyers to the next Parish Council Meeting for distribution.
2. There were no declarations of interest, based on the contents of the Agenda.
3. Updates on tasks:
	1. Facebook – MH has put draft together, need to ensure that all comments go through monitors before publication. Will ask RH (absent through illness) to investigate ways of doing this.
	2. Webpage – agreed to use the BT Community WebKit to create webpage. SG to contact Ed Frost, who has volunteered to set a webpage up for us.
	3. Housing Needs Survey Search – We are unable to access a recent Housing Needs Survery, GC has tried several sources with no luck. It was decided to use the housing information provided by the 2011 census, which also compares MSA against district and county. GC to reproduce in colour for the Open Days. Also JW suggested we ask villagers if they actually know of people who are looking for housing here, and what sort of housing. Do they have a need rather than a wish to live here.
	4. Timeline for vision statement – JW suggested leaving the vision statement until the end of the plan period, so that we have an idea of what the village wants.
	5. Buying essential admin materials: A supply has been purchased of paper, laminating pouches, laminator and envelopes etc. It was agreed to purchase a good quality A3 printer, this will be used to produce all printed articles not deemed economic to have professionally printed. SG will print all as required.
4. Organising the Open Days
	1. Information to present:
		1. The two banners have been collected, one will be placed on the VH railings on the day, we will ask Ann Mepham if we can put the other on her fence in the Village Square the day before. SG to ask RH if he or Heather Hogg could ask for us.
		2. JW to email ideas for headlines to prompt discussion
		3. What is a NP? - Information on what a Neighbourhood Plan is – use 1st Reporter article as basis.
		4. Large village maps, which will be laminated so that it can be written on etc. (2 each of 3 maps to be laminated)
		5. SWOT form, empty, post-its available for comments
		6. Postcard from the future – Printed with “wish you were here because Milborne is now….. SC to donate some blank picture postcards, SG to purchase blank ones.
		7. SG to send out a blank timed rota for the day, each session to be 2 hours, with a 15 minute overlap. All to arrive at 9.30am for setup and at 3pm to dismantle.
		8. There will be tea, coffee and biscuits provided for free, also a bag of activities to keep any children amused.
		9. **We will have a short meeting on Thursday 19th at 7pm in the Royal Oak to make sure that we are properly organised.**
5. Any Other Business
	1. MH to investigate the noticeboard by the bus stop, which is little used. This could be a good way to keep the village informed. It has been used previously for Neighbourhood Watch etc.
	2. JW Suggested that a 1 year licence for Mapping Software be considered to be able to create village maps where various “layers” are provided, where necessary or desirable information can be “laid” over a bare map to present ideas etc.
	3. SG suggested asking for a stall at the School May Fair to promote the NP. She will contact the organisers.
	4. JW suggested a presence when the chipvan is in the village, or when the craft stall is at the shop.
6. Date of Next Meeting. The meeting closed at 8.45pm. The next meeting is 14th April, 7pm, in the VH Committee Room.