**MEETING HELD ON 2nd JUNE 2016**

No. 20 **IN THE VILLAGE HALL COMMITTEE ROOM**

1. Present: Mike Brown (MB), Susan Gould (SG), Ronald Hogg (RH), Michael Hopper (MH), Quenton Miller (QM), Pam Shults (PS) and Jo Witherden (JW). Apologies received from: Georgina Carrington (GC), Sue Cherry (SC), David Gould (DG).
2. The Minutes of Meeting No. 19 on 3rd March 2016 was approved with no amendments.
3. There were no matters arising.
4. There were no Declarations of Interest based on the Agenda of the meeting.
5. Action Day Feedback
	1. The final PLACE report has been received, after amendments.
	2. This has been sent in full to all of the day’s volunteers, and a summary placed in the MSA Reporter. We are still struggling to put a link on facebook to the full document, MH and RH to liaise to complete this action. SG to attach the village map to facebook, as it was not really readable in the village magazine, plus the summary. SG will also send the full report to the people who expressed an interest in being kept informed on the Open Days last year.
	3. The PLACE report will be used to form parts of the questionnaire: See Item 7c/d.
6. Progress on Scope and Initial Project Plan research:
	1. Housing data – We have a draft Housing Needs Questionnaire, with thanks to JW and MH. It was decided to amalgamate the most important points into the village questionnaire.
	2. Employment – completed, apart from those areas in the Questionnaire.
	3. Facilities – SC has given the completed facilities responses to SG who will collate and try to structure.
	4. Sites – A final call for sites was placed in the June 2016 MSA Reporter. JW to complete available research by next meeting.
	5. Flooding – The Environment Agency and Wessex Water had scheduled a survey/check in May 2016 to ensure that all flood doors fitted correctly and that all installed pumps were effective. Unfortunately no notifications have been received of this survey by those affected.
	6. Character/Heritage – Some comparison photos, of areas in the village past and present, have been taken. These will probably be used to highlight areas in our final report. The PLACE report has included many character pointers, and these will be used where possible in the relevant section of the questionnaire.
	7. Parking – completed, apart from those areas in the Questionnaire.
7. Village Questionnaire –
	1. The draft questionnaire, and the housing needs questionnaire (HNQ), were reviewed, with certain questions from the HNQ inserted, amended Q to be circulated before next meeting.
	2. Generally, it was decided the numbers should be consecutive, leaving out the confusing section numbers.
	3. Due to time constraints, some areas, including those that were highlighted by the PLACE report, have been deferred to next month.
	4. The team were asked to consider how the PLACE report could influence the questions in Section “Village Character and Environment” ready for the next meeting.
	5. It was agreed that we will concentrate on distributing paper copies of the questionnaire, as opposed to online.
8. Any Other Business:
	1. The PPG (patient participation group) at the Milton Abbas Surgery have identified the need for a surgery site that will meet the needs of the group. MH is concerned that Milton Abbas will offer a site before MSA is in a position to advice, PS advised that the decision is completely in the hands of the practitioners’, but that we would be kept informed.
	2. Google Drive: Members are having a problem accessing the NPG folders, SG to check on access, it may be that each person has to create an account.
	3. Ladybirds (pre-school) leader, Liz Dyer, has expressed concern over finding an eventual site to relocate the ladybirds group. This was originally allocated to land within the MSA 1st school site, unfortunately, since the change to academy status, this has been withdrawn. It could be seen that Ladybirds is now in direct competition with the school academy (who are hoping to start a small Early Learning Group within their school).
	4. Ed Richards (volunteer at the action day) has taken the PLACE booklets and the large maps to the local 1st school, he is going to see if they can put together a simple task/project for the children which will contribute to our findings (as suggested by R Eastham).
9. The meeting closed at 9.13 pm.  The next meeting is the **Thursday 7th July**, 7.00pm, in the VH Committee Room. Apologies already received from PS.
10. The next meeting’s Agenda will include:
	1. Relate PLACE Report to Questionnaire
	2. Completing other Questionnaire amendments.
	3. Organise Q distribution