

**MINUTES OF MEETING NO.3 OF THE BOURTON
NEIGHBOURHOOD PLANNING GROUP HELD AT SANDWAYS
FARM AT 7.30pm ON TUESDAY 18th SEPTEMBER 2012**

**Present:- M Withers(Chairman);P Withers(Secretary)P
Overington(Deputy Chairman);G Overington;L
Shepherd(Treasurer);J Watts;A Scott;D Scott;D Davies;R Davies;
In Attendance:- N Hall**

Apologies:- C Price

Action

12.23 Minutes of Meeting No.2

These were agreed as correct

12.24 Matters Arising

12.14 – **PW** had sent out the revised contact list and **NH** was handed a copy.

- **MW** had forwarded the papers to the parish Council to apply for Bourton to be declared a Neighbourhood Area.

12.18 - **PW** had booked the two meeting venues.

- It was acceptable to serve wine at the Village Hall at the public meeting.
- The article advertising the meetings had been included in the parish magazine.

12.25 New Group Member

Nick Hall was welcomed to the meeting and was invited to introduce himself and comment on his background and how he could bring his Village Plan and VHMC experience to the Group. There were a number of questions which were well answered and by a unanimous vote **NH** was accepted as a new Group member.

12.26 Constitution – Declaration of Interests

Forms were returned by **DD,RD,AS** and **DS**. Other members were to return the completed forms asap.

ALL

NH was given a copy of the forms for completion.

NH

12.27 Public Meetings

As an aide-memoire **MW** handed out a list of actions thought to be necessary for the meetings and this was used as a check list.

Flyers – **DD** presented the 425 colour flyers for inclusion into the October issue of the parish magazine.

These were of excellent quality and **DD** was thanked by all for their preparation. These would be delivered to the

distributor for inclusion in the parish mag. asap. **PW**

There was also a A4 poster which was to be put up on the two parish council notice boards, the village hall board, at Sandways Farm and various other locations. **PW** to get 10 poster copies from the print shop in Gillingham. **PW** Should any of these need to be laminated then **NH** said that he could do this.

It was agreed that an advert and small article be put in the BVM for publication on 5th October. **MW** would prepare drafts and send out to the Group for comment. **MW**

PW would contact the BVM to arrange for inclusion. **PW**

Notices would also be posted on the village website. **PW**

Ideas for prizes and the person acquiring were as follows:-

Two tickets for Moviola - **NH**

Gift from Waitrose - **DD**

Thornton's chocolates - **AS**

Gift from Morrisons - **LS**

Gift from Garage - **PW**

Other ideas/donations - **ALL**

It was agreed that all people attending the meetings would be given a numbered ticket on entry and the draw would take place at the end of the meeting. **PW** to provide tickets. **PW**

For the Village Hall meeting refreshments would comprise wine, soft drinks and nibbles to be acquired by **PW**. **PW**

For the White Lion meeting there would be tea, coffee and biscuits served by their staff. **MW** and **PW** to meet with the pub to discuss this and the seating/presentation arrangements. **PW/ MW**

It was thought that we should allow for 50 people at each meeting.

-**MW, PW, JW, LS** would set up for the village hall presentation with all others attending before 7pm (except **AS** who would come as soon as she could.

Everyone except **PO** would attend the White Lion meeting and duties would be allocated following the meeting with the pub.

DS and **NH** volunteered to run the bar.

The set-up for the meetings would be a number of display boards plus a powerpoint presentation. The boards would include the large parish boundary map overlaid with the existing village settlement boundary.

MW to get maps from NDDC and RD would amend by hand as necessary.	MW RD
Other items could include highlighted comments on Localism and Neighbourhood Plans from Government Ministers and any further suggestions from the Group asap.	ALL
For the powerpoint presentation MW handed out a proposed format by way of a series of questions which he thought any residents may raise and this would conclude with a Q & A session. This would be padded out with some bullet points and sent to the Group for comment.	MW
NH would make sure the VH's screen was available.	NH
PW would retrieve the PC's projector from Sheila Williams.	PW
The laptop would be provided by LS or PO .	LS
NH would ask the Garden Club to borrow their cable cover.	NH
PW would ask Angela Ambrose if we could borrow display boards.	PW
MW and RD would do the main presentation with others fielding questions as appropriate.	
All Group members are to have name badges which PW will organise.	PW
DD/PW will meet and greet, hand out raffle tickets and do the name count on the door.	DD/ PW
There will also be handouts given to all arrivals with a copy of the presentation points and a form to record questions and/or details for volunteers.	PW

12.28 Special Interests/Working Groups

The following were agreed:-

Environment/Open Spaces/ Views/Nature etc	- JW /LS/AS/ NH
Healthcare	- AS
Building Design/VDS	- RD
Recycling	- DS
Consultation with other Parishes/Business	- MW
Development/Employment	- MW + ALL
Education	- GO/PW
Community facilities	- MW
Transport/Noise/Pollution	- CP (check as absent)

12.29 Meetings with Organisations

As well as having public meetings to inform residents it was always the plan to incorporate the needs and ambitions of other organisations in the village. To this end there would need to be meetings arranged with the following:-

(i) schools	MW/GO/PW
(ii) local businesses	MW/CP
(iii) landowners	MW/PW
(iv) VHMC	MW/PW
(v) Adjoining parishes	MW
(vi) surgery	MW/AS
(vii) church	AS/DS
(viii) utilities	MW

12.30 Funding

Nothing to report as to any further funding sources having been identified. NDDC have informed us that once the parish has been formally accepted as a Neighbourhood Area they will apply for £5,000 which is available from Government for them to provide assistance to us by way of non-financial assistance. Once the process is further down the line they will qualify for a further £25,000 to fund their staff, the Independent Assessor and the Referendum.

12.31 Any Other Business

There was none.

12.32 Date of Next Meeting

This has been arranged for Monday 8th October at 7.30pm at Sandways Farm.