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|  | **Present:** | Mrs Douglas, Mr Douglas, Mr Woodcock, Mrs Millar,  Mr Oldbury.  Mrs Davies (Clerk) Natalie Cockrell & James from B.D.C |
|  | **Apologies:** | Mr Askew |
|  | **Item** | **Action** |
| 1 | **Feedback from last consultation 21st September 2013** | The day went very well and PD has written up a summary report, a copy was handed out to all the members present.  **NC** is going to turn the summary into a formal document for the website. |
| 2 | **Feedback from meeting with Planning Aid** | PD, NC and James met with Rachel Hogger from Planning Aid on the 27th September to go through the Locality and arrange for extra days help. Rachel is coming back on the 12th November to work with the group to develop the vision and objections of the plan and on the 26th November (to be confirmed) to look at what policies we want to do. |
| 3 | **Review of funding**  **Awards for All:**  **Locality:** | WD went through the costs to date and notes expenses still to be paid.  The Locality expenses need to be used under specific headings and closely monitored. |
| 4 | **Web Site** | PD has had trouble submitting information to Scott but this has been resolved and Scott is receiving the information okay. |
| 5 | **Group Questionnaire** | Most of the group questionnaires have been distributed and at the moment 30% have been returned. It was worth noting that some residents were already in other groups and would have only returned one questionnaire. |
| 6 | **Housing Survey**  **Questions to ask:**  **Distribution/collection of the survey:** | Mile Kings has provided PD with a list of questions that we would have to ask to satisfy the housing needs survey. The group discussed amending the questions on the template and it was agreed to send any comments  re the questions to NC before the end of the week so that she can re do the document.  It was also discussed as to make it into two documents; one part for the housing needs survey and the second part for the N.Plan questions.  **NC & James** will work on the document when all the groups’ comments have been received.  After discussion it was agreed that group members would deliver the survey PD will distribute a list of areas.  There would be a S.A.E attached for the replies which would go directly back to Miles. Miles will then pass back to N.Plan part of the survey to the group and keep the housing survey.  **NO** to design something to put on the envelope to encourage people to complete.  It was agreed to aim for the beginning of November to distribute the questionnaire with a view to getting the replies back in for the end of November. |
| 7 | **Summary of second consultation** | PD circulated a copy of the summary report for the 2nd consultation on 13th July. |
| 8 | **Review Project Brief** | Following the meeting with Rachael, PD has updated some items on the project brief and filled in some blanks. Copies have been circulated via email to the group. |
| 9 | **Yew Tree site** | NC reported that the developer of the Yew Tree site has asked ‘OPEN’ for a quotation to put a design together for the Yew Tree site in working with the community. |
| 10 | **Any other business** | DP commented if there was anything that could be done regarding the broadband speed in the village**. NC** will email contact information of Daniel Watson at BDC who is currently working on a project to delivery faster broadband via microwave technology.  Is there anything that could be done to protect the views in Elkesley – it was suggested that some photos are taken to help promote the rural character of the area. |
| 11 | **Date and time of new meeting** | The next meeting will be 12th November with Rachel . |