

## Old Market Quarter Neighbourhood Planning Forum sub group - Meeting Minutes

<b>Date</b>	04/06/2013	<b>Written By</b>	Clare Wilks
-------------	------------	-------------------	-------------

### Present

<b>Name</b>
Clare Wilks (CW)
Paul Bradburn (PB)

<b>Name</b>
Willie Harbinson (WH)
Eva Stuetzenberger (ES)

### Distribution as above plus:

<b>Name</b>
Peter Badger
Mike Wilberforce (BCC)
Sarah O'Driscoll (BCC)

<b>Name</b>
Alison Bromilow (NPN)
Andy King (NPN)
All forum members

Item	Minute	Action
<b>1.0</b>	<b>Memorandum of Understanding from Sarah O'Driscoll</b>	
<b>1.1</b>	<p>All looks fine just 2 small queries to email to S O'D before PB signs it:</p> <ol style="list-style-type: none"> <li>1) 3<sup>rd</sup> bullet point in point 5a: replace 'Parish Council' with neighbourhood planning forum.</li> <li>2) Point 7: We would like the City Council to initiate the reviews every 4 months.</li> </ol>	<b>CW</b>
<b>2.0</b>	<b>Questionnaires</b>	
<b>2.1</b>	<p>Numbers: About 500 paper questionnaires were distributed during May. Packs of 20 were handed to 25 people with very poor returns: between 1 and 6 of the 20 were returned completed and in several cases none at all. Despite this we have collected about 90 completed paper questionnaires (still some to collect) and received 60 completed on-line questionnaires.</p>	
<b>2.2</b>	<p>Conclusion: We have a very good quantity of 150 completed. The paper questionnaires have been very labour intensive with PB doing a total of 3 solid days altogether dropping them off and collecting them and CW also making 5 visits to OMQ to drop off and collect. Feedback from the Dings was that the questionnaire was not relevant enough to them so the next stage needs to include the Dings issues more. Initial reading of the completed questionnaires shows that respondents wrote more on the on-line ones than the paper ones. It was decided therefore that for the next consultation we will take paper ones only to large meetings and distribute them through one local neighbourhood coordinator and do the rest on line.</p>	
<b>2.3</b>	<p>Data analysis: we need to move fast to input the data and analyse it so that we can feed this into the draft plan. We are urgently looking around for someone to help on this; some ideas were proposed and are to be followed up.</p>	<b>CW</b>

<b>3.0</b>	<b>Mike Wilberforce's comments on the draft plan</b>	
<b>3.1</b>	Content: All agreed that the comments from Mike were very useful and much appreciated. They will help steer us with writing the draft plan. One point was raised regarding Project 6 which we have worded badly as it is actually not about assets but about valuable architectural buildings for the local list. It was agreed that we will need a separate meeting to discuss all the comments in detail.	
<b>3.2</b>	Next step: Mike's material and the data from the questionnaires need to be considered together so that we can decide which policies and projects to prioritise. There are many other projects on WH's long project list which need to be considered as well as any suggested by respondents.	
<b>3.3</b>	It was decided that we will contact Tom Perry to bring him up to speed and discuss at what point he is willing to help out with the plan writing. Peter Badger has also offered to help write the plan.	<b>PB</b>
<b>3.4</b>	Put draft plan on website.	<b>CW</b>
<b>4.0</b>	<b>Timetable</b>	
<b>4.1</b>	Agreed that we need to move forward fast to profit from the summer months when it is easier to do consultation by catching people outdoors with the wish cart. We have based the timetable around the next neighbourhood partnership forum date. Agreed the following dates:	
<b>4.2</b>	25 <sup>th</sup> June at 4pm at WH offices: Sub group meeting to prepare material - draft plan, poster and postcard with a few consultations questions. Need to agree text and graphics. At this meeting we will also invite Mohammed Rashid from BCC Housing to get him up to speed on where we are and hear from him.	<b>All</b>
<b>4.2</b>	8 <sup>th</sup> July at 12.30pm at Trinity: Take material to Neighbourhood Partnership Forum meeting and present it. Contact Stacey Yelland to book slot.	<b>ES</b>
<b>4.3</b>	11 <sup>th</sup> July at 5.30pm at Volunteer Pub: Neighbourhood Planning Forum meeting to launch consultation on draft plan. Distribute material and tasks.	<b>All</b>
<b>5.0</b>	<b>Funding</b>	
<b>5.1</b>	We have received a Locality grant of £4,800 to spend on professional help in writing the plan. It was agreed this will go to Tom Perry.	
<b>5.2</b>	£2000 from Bristol City Council to go towards other costs.	
<b>5.3</b>	Discussed other possible sources of funding to look into.	<b>ES and PB</b>
<b>6.0</b>	<b>Transport</b>	
<b>6.1</b>	We need to keep up the momentum on the LSTF scheme. Need to get Mark Bradshaw on side. Need to contact Nick Pates to see where he is at.	<b>PB</b>
<b>6.2</b>	All agreed that it is very good news that we have been contacted by BCC to comment on the new Toucan crossing. The existing dual crossing at Lower Castle Street / Old Market Street (by the Marriott) is due for refurbishment as it has long surpassed its design life expectancy.	
<b>7.0</b>	<b>Website</b>	
<b>7.1</b>	It was agreed that the Old Market Quarter website needs to be more accessible and needs to have a link to the Old Market Quarter Future (the neighbourhood plan) website. Decided to discuss this with Peter Badger.	<b>PB</b>

