

## Minutes of the Neighbourhood Plan Working group held on Friday 27 June 2014

1. Present: Clare Sheridan (Chair) (CS), Agnieszka Paszkiewicz (AP), John Jeynes (JJ), (RW), Alastair Shankland (minutes) (AS), Terry Webb (TW), Anna Creed (AC), Gary Powell.
2. Apologies for Absence: Carol Kambites, Rob Waite, Chris Cowcher, Jo Bryne, Ben Creed, Vicky Redding, Elin Tattersall,
3. Declarations of Interest: none
4. Approval of the minutes of the Neighbourhood Plan Working Group held on 13 May 2014:

Minutes were agreed as correct in all respects other than:

- AS added action to complete and present at next meeting trend data from tabletop maps to accompany GRCC data. Top of Page 2.
- Section 8, action would be amended to include other youth organisations Scouts, Guides etc.
- Commencement of arts event was altered from 1.30pm to 2pm.
- Date of next meeting was amended to 27 June.

5. Budget breakdown & expenditure to date

AS reported that there had been no major alteration in position since meeting of 13 May. In the preparation of 5 July event AS commented he was not anticipating any further expenditure.

AC with agreement of JJ requested AS to provide a full breakdown of his tasks. It was agreed that this was to be commenced immediately but it would not take priority over day-to-day activities in particular consultation.

AS commented that he was still waiting from GRCC for a written breakdown of remaining time. **ACTION AS** to speak to ET/GRCC and chase up time remaining.

6. Project health check

With the success of the first consultation and new members the working group was in a good position, albeit some had not passed apologies for meeting.

It was raised by the group that in light of the generally poor turn response rate at the 10 May event and slow progress undertaking user group consultation that at the next meeting the milestones document would be reviewed to look at overall progress. It was noted by JJ that this had originally been developed to have the referendum to coincide with 7 May general election. **ACTION AS** to find and circulate project plan previously developed by working group.

#### 7. User group consultation planning

AS reported that all schools had been contacted, by virtue of the time of year response rates had been poor. While 'no door would be closed' concerning schools it was agreed that other routes would have to be explored in reaching and consulting the young.

**ACTION JJ** volunteered through his contacts to request assistance of youth club. **ACTION TW** would begin to have discussions with church youth group and runs some of the questions past them in a form of mini-consultation.

Business engagement is still planned but this would take place after further investigations with youth groups as working group and AS capacity allowed.

#### 8. 5 July event planning

AS would circulate question sheet. Each question would have a short introductory text based on findings from 10 May. This would be accompanied with a simplified 5 choice tick box questions (strongly agree through to strongly disagree) framed around "these are the things people have told us so far, what do you think". 400 questionnaires would be produced. Any not used would be available for future consultation events.

As a result of discussions where it was highlighted that only two members of the working group were available, AS would be sending an email to all Councillors asking for assistance at event. **ACTION AS** to email requests for assistance from wider Town Council.

As it was likely the working group (and additional assistance) would require additional assistance AS would provide a crib sheet. This would also be circulated prior to event to those who had indicated they would help.

All resource required would be prepared and ready by close of business on Thursday 3 July.

JJ & AC outlined plans for the day and contingency for wet weather and how this would alter the setup and space available to working group.

#### 9. Any Other Business

It was discussed that the online presence, print media and social networks offering needed to develop quite significantly. AS reported that, as he understood it, this was a subject the wider Town Council was thinking about. In any event he had a meeting pencilled in with Jo Bryne to action this subject.

#### 10. Next Meeting Date –

25 July – Town Hall. 4.30 – 6.30