Notes of Meeting
MEETING: Neighbourhood Plan Steering Group Meeting
DATE & TIME: Monday 22nd September 2022 at 7.00pm
PLACE: Council Chamber, The New Town Hall, Commercial Road.

Present:
Chair: Cllr David Northam , **Vice Chair**: Colin Marsh, **Officer**: Jane Biscombe Town Clerk
Steering Group members: Penny Quilter, Cllr Colin Huckle, Lara Wood
Apologies: Cllr Ann Weaving, Phil Watts, Rob Cheeseman
Guests: None

ITEM	DISCUSSION	ACTION	BY WHOM
1.	**Welcome & Apologies** Ann Weaving, Phil Watts and Rob Cheeseman.		
2.	**Minutes of the last meeting and Matters Arising** The minutes of 15/08 and 18/07 were approved. Actions need to be clearer as to who is doing it. Jane is now Project Manager and is happy to be contacted Need to confirm that NP grant is now with us. Design Code ambassador (CDA) – no one has stepped forward, so on hold. Email to be sent to all who attended the design code meeting to invite them to a NP meeting.	Upload to webpage Jane to ask Ian Milne. Send Jane contact details Send email	Jane Jane David Jane
3.	**Survey** Unfortunately, Sara is off sick so there is no report. Open questions are difficult to analyse. Need to tie responses to geographical tags. Timing not currently right for a youth survey but Lara is supportive of engaging with young people.	Slides to be sent with Minutes	David
4.	**Paul Weston – The way forward** Valuable to have the direction and timescales. The report is good at moving things forward, although the timescales are challenging. It will be tough to get all the responses to Paul by the end of September to inform a report to the steering group on 10th		

	October.

Next consultation will be on the policy gists which need to be in plain English, so they are easy to understand. Neutral venues needed. DCF will support. | | |
| 5 | **Theme aims**

Need to ensure we are working from the latest version.
This is the version sent out on 9th Sept at 21.10 by David.

Draft aims will be expanded into SMART statements, in plain English, for the consultation. | Send round latest version

Confirm Aims and Objectives to Paul by eo Sept | David

Theme Leads |
| 6. | **Key findings, messages, and draft objectives**

Included in discussion above. | Confirm Key Findings and Key Message to Paul by eo Sept | Theme Leads |
| 7. | **WTC Full Council meeting on 07 Sept 2022**

Some challenge from WTC Councillors that there has been little consultation and that site specific information should be made public. However, the guidance from DC officers is that it should remain confidential at this point.
Also discussed LGS and Site specifics.
Send slides and greenspaces form to all WTC Councillors.

Agreed to open Steering Group meetings to the public. | Send NP Briefing slides to SG members

Send email

Comms plan | David

Jane

Jane |
| 8. | **AOB**

DCF still need to invoice WTC for payment. Jane will action when received.

Colin M raised the Consultation Statement. Who, how, key issues raised, and how the information was used. Colin M has started the document.

David to speak to Lucy about coordinating the document. Should not be an onerous task.

Schools work hard copies need archiving. Photocopies would be useful prior to the paper copies going back to schools. | Add to SharePoint

Speak to Lucy ref maintaining record.

Give documents to Jane | Colin

David

Lara |
| 9. | **Next dates for meeting**

Monday 10th October 7pm
Monday 7th November 7pm
Monday 5th December 7pm
Monday 9th January 7pm | Please ensure these are in your diary | All |

The meeting was closed at 20:55pm.