

Notes of Meeting

MEETING: Neighbourhood Plan Steering Group Meeting

DATE & TIME: Monday 10th October at 7.00pm

PLACE: Council Chamber, The New Town Hall, Commercial Road.

Present:

Chair: Cllr David Northam, **Vice Chair:** Colin Marsh,

Steering Group members: Penny Quilter, Cllr Colin Huckle, Lara Wood, Cllr Ann Weaving, Phil Watts, Rob Cheeseman, Sandie Wilson

Consultant: Paul Weston, **Guests:** Sara Parker (DCF)

ITEM	DISCUSSION	ACTION	BY WHOM
1.	<p>Welcome & Apologies</p> <p>Sara Parker and Paul Weston were welcomed to the meeting. Apologies from Jane Biscombe, Town Clerk who is on holiday. David gave apologies for Cllr Lucy Hamilton.</p>		
2.	<p>Minutes of the last meeting and Matters Arising</p> <p>The minutes of 22/09 were approved.</p> <p>PMN: The Grant has now been received.</p> <p>Need to confirm that NP grant is now with us.</p> <p>Actions Continuing: Email to be sent to all who attended the design code meeting to invite them to a NP meeting.</p> <p>David to speak to Lucy about coordinating the Consultation Statement Should not be an onerous task.</p> <p>DCF still need to invoice WTC for payment. Jane will action when received.</p> <p>Agreed to publicise opening Steering Group meetings to the public.</p> <p>It was confirmed that the Project Manager role would continue to be carried out by the Town Clerk. A vacancy exists for a Project Officer and this has been advertised.</p>	<p>Upload to webpage</p> <p>Send Jane contact details</p> <p>Speak to Lucy re Maintaining a record.</p> <p>Remind Toni Powell</p>	<p>Jane</p> <p>David</p> <p>David</p> <p>Sara Parker</p>
3.	<p>Survey</p> <p>The Draft report had been circulated to members and SP went through the highlights and some examples, but it was recognised there had not been much time to digest. However, the SG was content with the scope and detail and Colin M thanked Sara for her work in producing the report. This report covers the online survey, the information gathered at community events and the paper submitted surveys.</p>	<p>SG Members to comment if desired by 17th October.</p>	<p>SG Members</p>

	<p>See attached (DN has a spare hard copy). Whilst 1100 people visited the site only 216 responded to the survey responding to one or more of the 5 surveys. The survey showed a very positive affirmation of the Aims. A level of Open Question analysis has taken place with 5 most popular answers being listed. Paul commented that the survey report enabled him to judge the mood of the response. Sara wishes to tidy up the presentation, take into account any SG member comments, and then will finalise the report. Sara offered to allocate time to discuss the report in more detail with individual theme leads and requested they contact her. It is intended to publish the report and the survey data/comments on the WTC Website. A check on the libel risks with this approach is required.</p> <p>A number of responders indicated they were willing to play a part in the NP.</p>	<p>Finalise the Report</p> <p>Check the libel risk and then publish the report.</p> <p>Provide contact list.</p>	<p>Sara</p> <p>Sara Theme leads</p> <p>David. Sara</p>
4.	<p>Analysis: Aims Objectives and Gists</p> <p>Paul's paper was sent out in advance of the meeting. The SG agreed the intent to simplify the language and express the policy intent through short Gists. The SG asked that the Theme Headings Countryside and Town revert to Landscape & Greenspaces, and Communities. The regrouping was largely accepted.</p>	<p>Provide any comments to Paul by 20th Oct.</p>	<p>All SG members</p>
5	<p>Outline Consultation Plan</p> <p>Paul's paper was discussed. It was agreed that the Outline consultation plan should note the lessons learnt from the 2nd Survey. David outlined the intent to produce Library Packs, Hold events in town and outside the town centre and to have an online response page. The ability to meet the demanding timescale was discussed. Members agreed to press on whilst allowing time for theme leads to consult with their respective theme groups. A review on readiness will be held in 2 weeks.</p>	<p>Call Readiness review</p>	<p>David</p>
6.	<p>Consultation Statement</p> <p>Colin M has started this and it is available for updating on MS Teams. As the meeting was overrunning this was not discussed in detail.</p>		
7.	<p>Comment on LUF and Economic Investment Zones.</p> <p>LUF Summaries had been circulated ahead of the meeting. This was not discussed further. PMN: EIZ the Eol from DC needs to be submitted by 14th Oct.</p> <p>This is very demanding timescale. David has written to Cllr Flower and Cllr Ferrari offering support and evidence from NP.</p>	<p>Any Comments to David</p>	<p>All</p>
8.	<p>AOB</p> <p>David mentioned the ongoing Weymouth flood defence project – Dorset Coast Forum</p> <p>Lara mentioned that 125 booklets had been handed to Wey Valley Year teachers for completion as part of the Schools Consultation.</p>	<p>Provide Link See opp</p>	<p>David</p>

9.	Next dates for meeting Monday 7 th November 7pm Monday 5 th December 7pm Monday 9 th January 7pm Monday 13 th February 7pm	Please ensure these are in your diary	All
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The meeting was closed at 21:10 hours.