

Neighbourhood Plan Steering Group

Meeting of 23rd August 2016

Record of Decisions and Actions

1. The Minutes of the previous meeting were agreed with one correction to amend 'CICC' to 'CRCC' in item 5.

2. Apologies notified to Portfolio holder were noted. The Town Clerk reported that the Agenda had not been published because the names of those giving Apologies were included.

Action: David Guiterman to leave apologies off Agenda in future, as per normal practice.

Action: Town Clerk to post Agenda as per TOR 5d.

3. Noted that Town Council had approved use of Survey Monkey where appropriate and had approved change to quorum in Terms of Reference. The housing calculation methodology had been reported to Council and approved.

4. It was agreed that the current Transport Consultation had misfired because of use of incorrect consultation document and unhelpful questions. Problems were noted so that future consultations would not make the same mistakes.

5. It was agreed that a fuller consultation on Transport, using ideas raised in the Transport survey, would be undertaken at a public event, probably in Nov/Dec 2016.

Action: John Scott to draw up checklist/questionnaire for use in public consultation. This to be circulated for the September meeting of the Steering Group and a definitive copy to be deposited in Dropbox.

6. Terms of Reference were discussed in the light of the problems of the Transport Consultation. It was questioned whether *all* consultation documents or only *final* consultation documents were to go to Council for approval.

Action: David Guiterman to put an item on the Council agenda for September 20th to clarify the meaning of 'main documents' in the Terms of Reference.

7. The procedure for the Business Survey was discussed. It was agreed that Survey Monkey was not to be used for the Transport Consultation.

Action: David Guiterman to revise covering letter to delete reference to Transport Consultation. Contribution of Business Group to the construction of the survey to be acknowledged in the letter. Letter to be passed to Town Clerk for editing as necessary.

8. Draft Outline Plan to be brought to next meeting for discussion.

Action: John Scott to ensure that fully revised version is in Dropbox by mid-September. David Guiterman to circulate that version of the Draft Plan with papers for the next meeting and bring to the meeting two printed copies.

9. The Steering Group discussed the construction of a development boundary to produce a definitive map for the Housing Section.

Action: Ian Gillette to produce electronic version of the map for circulation and placing in Dropbox as the version to go before full Council.

10. Materials for Consultation on Environment, Heritage, and Community were discussed. The general outline of document prepared by an ad hoc working group were approved, with suggestions for division into three separate documents.

Action; David Guiterman to send to the Town Clerk to establish whether she considers it to constitute a 'minor administrative matter'. David Guiterman to prepare documents, once they are approved, with appropriate format for display and for use as questionnaires. These to go to Ian Gillette in time for printing.

Action: David Guiterman to check whether Pam Jarrett had booked Church Rooms for 24th September and to find alternative if not.

Action: Ian Gillette to print documents and Library consultation documents after appropriate checking.

11. Website Content. It was noted that there was still no content on the website. It was noted that only the Town Clerk will upload material or edit the website. The Portfolio holder is to compile and collect all information and pass these to the Town Clerk for uploading.

Action: David Guiterman to provide all required documents to Town Clerk. [Note: There may also be the need for relevant covering text for the relevant page – files cannot be uploaded without explanatory text]

Action: Town Clerk to upload Transport Survey and documents which are already in her possession.

12. Next meeting: September 27th at The Platform.

Action: All to send Agenda items to DG by September 17th.