

## **Neighbourhood Plan Steering Group**

Meeting of 25<sup>th</sup> October 2016

### **Record of Decisions and Actions**

1. Apologies received from Mike Shillaber and Chris Jones.
2. Attending: Ian Gillett (IG), David Guiterman (DG), Pam Jarrett (PJ), Richard Trant (RT), Dave Robson (DR), Mandy Barrass (MB), John Scott (JS)
3. The Minutes of the previous meeting were agreed.
4. The meeting noted the advice received from the Town Clerk concerning contacts with consultants.
5. It was noted that the Town Council had approved membership of the Steering Group of Chris Jones. The Group also noted the resignation of Councillor Parsons for personal reasons. Councillor Parsons was thanked for her work on the Group.
6. It was retrospectively recorded that those attending the meeting of August 23<sup>rd</sup> were IG, DR, DG, MS, and JS.
7. It was agreed to defer any invitation to Nick Cahill until after decisions had been made on the Edgumbe House consultancy so as to avoid any conflict of interest.
8. The Draft Plan had been revised on the basis of comments received. It was noted that the way in which the views of the public garnered through sessions and surveys were handled could be applied to other sections of the plan. The Committee noted its thanks to JS for producing the working version of the Draft Plan.
9. The Group noted the list of open spaces and designated areas proposed by IG and after discussion agreed a provisional list of areas for further discussion. The areas identified are to be referenced in the various relevant sections of the plan.
10. It was agreed that Newsletter 5 would contain feedback on the Business Survey and on Environment, Community, and Heritage. It would also list forthcoming events. After extensive and thorough discussion it was agreed that the Newsletter would be printed in green ink.
11. Considering items 11, 12, and 13 of the Agenda, it was agreed to withdraw the questionnaires in their current form and produce more focused questions on policies.
12. The Project Plan was updated and a slippage in the timing of the housing statement was noted.
13. It was noted that the mobile exhibition displays had been prepared thanks to the sterling coordinating work of DG. Various events for which the exhibition could be used were considered.
16. Any documents requiring updating on the website to be forwarded to DG for passing to IG, who will liaise with the Town Clerk.
17. Date of next meeting agreed as 22<sup>nd</sup> November 2016.