



Neighbourhood Plan Steering Group Minutes

Date:	10 March 2020
Venue:	The Maltings Café
Steering Group Members Present:	Julia Davies (Chair), Rob Bennett, Andrew Clayden, Mike Dormon, Robin Jewett, Janette Reynolds, Maria Tasker, Sharon Strutt, Gini Trower, Anne Washbourn, Christina Whellams (Minutes)
In attendance:	No members of the public in attendance
1. Apologies:	Sarah Chapman, Tom Foy, Beth Knight, Rowan Lloyd, Clare Maynard, Katherine Rutherford, Jacqueline Veater,

2. Minutes and Matters Arising

- a. The minutes of the last meeting were agreed.
- b. JD gave an update on the AECOM telephone call that had been scheduled, and also the previous night's Parish Council meeting.
- c. The AECOM representative had suggested that an independent review can be carried out and this could help resolve any differences of opinions about the process. JD added that the PC meeting had suggested a vote surrounding the Neighbourhood Plan but this was delayed.
- d. It was noted that an individual had placed Neighbourhood Plan information on social media which should not have been shared, and the Steering Group felt it important to formally record that their actions have not been helpful. A note will be sent to them from a representative of the Communications Group explaining this and will also ask them to relinquish their role of administrator on DropBox. It was agreed that a back-up of all files should be carried out before the letter is sent.

Action: JD to ask BK to send the letter

3. Public Forum

- a. There were no members of the public present.
- b. It was noted that David Jupp (or a representative of French & Jupps) will attend the next meeting.

4. Open Day – 28 March 2020

- a. AW confirmed that she now has policies for heritage, business, ecology, community and housing.
- b. Transport is outstanding but it was noted that this is currently with JV for checking.
- c. There are also some general policies such as climate change, adaptability and sustainability to include and work has already begun on these.
- d. It was agreed that we would include the environment agency map within the site development process and also have available green spaces, views and housing maps.
- e. Images are needed as the text is currently quite heavy and RB agreed to place photos back into DropBox for use.
- f. There was discussion about the cost of printing and where we get this done. It was agreed that photo paper is glossy enough for presentations to look good and MD offered to print. All information should be sent to MD by Friday 20 March.
- g. The Staffing Rota was circulated at the meeting for names to be added.

- h. The paper cups in The Maltings don't contain any plastic so JR may see if its possible to buy some. JD also agreed to see if the cups at Nigel Copping Community Centre can be made available.
- i. Cakes with the logos on have been ordered and traybakes will also be provided.
- j. Feedback forms will be A4 and black/white photocopies. They will ask for postcode only.
- k. There was discussion about landowners having been invited, and concern that they will try to market their development. It was noted that those invited are landowners and not developers, and have been invited to attend as representatives only.

5. Finance

- a. MD reported that we are afloat. The grant period ends at the end of March and we can apply to rollover.
- b. It was noted that if AECOM's independent review isn't free, then it will need to come from the PC funds.

6. AOB

- a. There were no items raised.

7. Next meeting:

- Monday 20 April 2020 at **8.00pm** in **The Red Lion**