Present: Claire, Kim, Julian, Chris

Apologies: Mike, Sue, Brian

Minutes of the previous meeting - approved

Matters arising - key action points - most have been dealt with

**Website update**.

Domain name - Roxton plan.?

RoxtonPlan.org.uk £11.99 per year

Julian to move ahead on this

Email etiquette

* Need to establish an etiquette for replies - auto-reply to explain to anyone emailing
* Anything straightforward can be responded to
* Have the one email address? [info@roxtonplan.org.uk](mailto:info@roxtonplan.org.uk) - everyone on the steering group will get access to it.
* FAQs can probably be quicker

**Locality Funding application**

£1845 applied for - to cover website, etc.

In the system and turnaround should be moderately quick - Diane said roughly 2 weeks on one occasion, so we’ll see.

Julian to let Diane know that we’ve applied

**Communication Strategy** -

Leaflet.- sign off

* unbusy the leaflet - too many pages - need to simplify
* Kim to help Claire to simplify the language, etc. - sent to the printers *by the end of next week (27th)*
* Claire to create a poster to display in a few places.

Distribution of the leaflets - will split

Meeting on 6th November at 6pm - Mayor’s meeting - can hand leaflets out/promote the launch event then as well.

**Photos**

* Oliver Nicholson Clinch to take 20-25 photos to use on the website, etc.

**Village Hall Meetings 17th and 19th November**

* Village hall is booked
* Will we have a website by then? Can connect a laptop to the TV.
* Assigning responsibilities…

1. The Neighbourhood Plan Process - general ‘stall’ for information - Julian
2. Housing - Kim
3. Environment and Green Infrastructure (including rural character) Mike
4. Employment - Sue?
5. Getting About and Transport (within and external to the village)/ Infrastructure - Chris, then Julian on Sunday
6. Heritage and the historic environment - Claire
7. Amenities and Facilities - Brian?

Around the hall, there can also be (large) copies of existing ‘paperwork’/displays for people to read/reference:

* A map of the area covered by the NP
* Map of the conservation area
* Copy of the Conservation Designation document
* A (more detailed and contextualised) map of EWR’s proposals
* Maybe a board with our pics on so people know who the Steering Group is?
* Copies of the Local Plan 2030 and proposed Local Plan 2040 (showing specifically where the industrial warehouses are planned in relation to Amended route 1 EWR and Roxton village)
* Copies of the two/three major planning proposals from the past few years - School Lane, Parcels A&B, HGV Lorry Park

Claire will create a folder in the shared drive called “DISPLAYS’ - if you want anything printing - put in there with name to say size and copies e.g. *‘Map of the Conservation Area, A1, x1’* by 8th November so Claire can send to the printer. A1 as default?

Flipchart

Collecting feedback

Requirements for the meetings.

AOB

* Next meeting: 1st December 2023 to discuss responses to the launch event

(Chris apologies in advance)

* We will have mulled wine