**Minutes from meeting on 10th Sept 2023 of the Neighbourhood Plan (NP) Steering Group**

Present:

Julian

Claire (via Zoom)

Kim

Apologies:

Sue

Chris

Mike

Discussion points:

1. **Feedback from meeting with Jemma McClean** (which was held via Zoom) 17/07/2023 ([minutes](https://docs.google.com/document/d/1MlO8k3eEf9w4LuDVwbie0BDizq7LHWubUZwxNhNcI8Q/edit?usp=drive_link))

Key takeaways:

\* communication is the most important key element of developing a successful Neighbourhood Plan

\* if we want to apply for funding for 2023, we need to do so soon!

1. **Ravensdon’s example docs**

Julian sent two documents before today’s meeting to look at:

* [A consultation launch leaflet](https://drive.google.com/file/d/14frqU6zzTVg7N7OjvxEUPzU6n7dC46rS/view?usp=drive_link) - this was sent to villagers before the process began to gather ideas and opinions. outline what a village Plan entails and making it relevant to Ravensdon.
* A ‘[Consultation Statement](https://drive.google.com/file/d/1-6y2GEO3KcY_VaZRrWgNrq1br6M1NAFP/view?usp=drive_link)’ - A supplementary document, submitted at the same time as their draft Neighbourhood Plan, which outlined how they’d engaged people in the process

Based on the above, it was proposed we launch the consultation process with an event in the village hall on a Friday evening and a Sunday afternoon in October 2023. A sort of information gathering ‘fair’. Each member of the Steering Group will have a ‘stall’.

The objective of the events will be to gather views, ideas, opinions, etc. on one of the key issues/areas of the plan:

1. The Neighbourhood Plan Process - general ‘stall’ for information
2. Housing - Kim
3. Environment and Green Infrastructure (including rural character) Mike
4. Employment
5. Getting About (within and external to the village, so includes transport and PRoWs)
6. Heritage - Claire (will also do c. Environment if needed)
7. Amenities and Facilities

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
* ???

**Action:**

**We collectively need to develop and agree an event project plan and timeline (inc website):**

Claire will draft a leaflet to distribute beforehand - with ‘Welcome’ note and prompt questions (same as the Ravensdon one).

Kim made a good point that ‘what happens next’ (after the event) should be at the beginning, rather than the end of the leaflet, so that people understood immediately what was happening and why we were doing this.

Claire will organise the event/ book the hall so we can start promoting it and inviting people.

It will be on a Friday evening AND a Sunday afternoon, so that the bar is open too.

Kim also suggested Tea and Coffee, etc. in the hall itself.

Everyone on the Steering Group should choose a ‘stall’ to man and let Claire know! You do NOT in any way need to be an expert! We want people to see we’re ordinary villagers who care about our village.

1. **Website**

Ravensdon said this was a very important element of their NP process - communication!

We need one!

Will include in our application for funding, but would be nice if we could find someone in the local community who can build us a website.

**Action:**

Kim will ask around to see if she knows anyone

Claire will put out a shout out on Facebook just in case

There is the reasonable assumption though that if someone does do this, they can be paid for it, but it’s just a basic website needed (Wordpress etc) - ideally low budget! *Do we have an idea of how much we would be willing to budget? Around £4-500.*

Website should be ready before the October event, so we can direct people to it. Ideally this should be referred to in the leaflet, so needs to be a critical point in the event project plan. The website needs to have an appropriate GDPR privacy statement etc. We can also obtain email authorities at the events and maintain a GDPR compliant Mailing list..

1. **Funding** - we believe this has to be done through the Parish Council

Proposal to apply for £2500 for this year, which will be for 1. the launch event, 2. printing, and 3. the website. Reasoning - we can apply for £10k in tota. We can apply again each year (April), but we have to spend what we receive in each year or return unspent funds. These ‘returns’ aren’t lost, but too much backwards and forwards will make budget planning and funding oversight messy.

**Action:**

Julian will speak to Diane (Parish Council Clerk) as they have to apply

*What do they want from us?*

Claire will write a rough budget for the October event

1. **AOB:**
2. **Schedule** - we need to be developing an overall project plan for producing the NP. At this stage there will be blanks for actions we don’t yet know about, but if we have a formal agreed process for making changes this will demonstrate our due diligence and transparency to the village. We should have the top level plan available to share at the October event, and start thinking about what further funding will will need (e.g. outside consultants)
3. **Shared Drive** Reminder: There is a [shared drive](https://drive.google.com/drive/folders/1ugEAZJUR93Bv63yiNGAkFEx5A-tikia3?usp=drive_link) for the Steering group for any documents, minutes, etc.

**Action:**

Everyone - let Claire know if you don’t have access to the shared drive! clairecamrose@gmail.com