

STISTED NEIGHBOURHOOD PLAN STEERING GROUP

AGENDA for the meeting to be held on Thursday 15th March 2018 at 7.30pm in the Montefiore Institute

Attended by: Dave Willingham (DW), Alan Reeder (AR), Luke Cook (LC) & Melissa Hewitt (MH).

Apologies: Christine Marshall (CM)

- I gave CM apologies and explained that she was unwell.
- I explained that AM absence was probably due to Dawn being hospitalised and only returning that very day.
- It was also explained that several attempts had been made to communicate and get a response from Ruth Jubb, but we had heard nothing since her attendance at the very first Steering Group (SG) meeting. I explained that as this was the case I had decided to remove her from further communications regarding the SG, however she was welcome back at any time. AR stated that he thought he was to see her on Friday and would try and have a chat to ascertain her feelings.

1. Notes of previous meeting MH

We ran through, but similar to what was on the agenda this eve

2. Project Plan MH

I explained that at present there has been no change and the next input is more detail to the Topic Groups, as in deadlines for each one. I made it clear that each Topic Group would have various deadlines, not necessarily relating to the others, but there *will be 'general' deadlines where we all come back to the table to report and update each other.*

3. Feedback from Community Meeting 24th February All

General discussion – was felt insufficient notice was to blame for lack of attendance. I explained all methods that had been used to advertise including posters, facebook, emails and the newsletter. However, it was mentioned by LC & DW that there had been comments from the public that they *'didn't know about the meeting until the Newsletter arrived that day'*. General thought was *to email those from the previous events that did turn up to send out a 'general' email explaining what the topic groups were and to directly ask if they were interested. Just a list of those groups and small description.*

Banners were thought to be the way forwards for the predominance of advertising events. See below.

4. Topic Groups

All

I asked around as to who had support from the public. DW and AR stated that they had had no interest for Communication & the Environment (respectively) and were currently alone on that. DW said he was happy chugging on with the communications and felt that he was in a comfortable position to continue alone. He did state however that now he has finally had a response from Xavier re the website, he was told that X is now on holiday for 2 weeks, As such that side of matters cannot be taken forwards. X had told him that there *was a 'section' that had been allocated to the NP so that we could 'post up dates'. I reiterated that there should be a bit more than an allocated 'section'* as we will need to post up more than just dates and that the website is a very important tool for the NP. DW said he would clarify with X once he can get a response as he is keen to move on with this, particularly as it will take a fair *amount of input once we have access'*

DW said he had support from Lesley Collins and Judy Pryke re his other *subject 'Services' and was happy moving on.*

AW ran through *each of the 'arms' of Environment and I asked if he had started to create a list of each of these individual subject matters.* He is in the process, so I asked for that to be completed, as they in themselves may become the sub-topic and as such it may be easier to recruit public with smaller less demanding subjects (i.e. Environment is huge, where as 'public pathways' is more manageable).

LC said that nothing had happened re housing as he and AM were waiting on the responses to the SWOTS to formulate a plan. He then went on to describe how they needed to understand the needs of the housing for the future and as such trying to formulate a questionnaire without that information & the SWOT responses, was going to be difficult. He also stated that he had forgotten to respond to an email from AM, who had contacted him, so now would do so.

I took LC back to basics, explaining that before we started to worry about the *future that we needed to look at the 'here and now'; as such an inventory of existing housing stock was needed.* He understood this and I asked him to contact CM as she has a list of existing properties (minus the personal data), that could be used to start an analysis. I explained he needed to take that data and formulate a sheet that they could then start to survey and cross reference to existing available data, to ascertain accuracy as much as possible. I pointed him towards the last Census and AR also stated that BDC had information that was more up to date than the Census that CM may have access to also. By the end of the conversation, LC seemed to have a direction and a clear understanding of what was needed next.

I updated everyone with regard to business, explaining that I will be working with Christine White. I gave a little info as to both of our business backgrounds/knowledge and a quick idea of how we would move forwards, purely for their own understanding.

- a. to discuss project sheets/objectives as previously issued

Everyone was clear as to their objectives, so I asked for ALL to return to the table in 3 weeks after Easter, to put forward their sketched out plan of action and any work they may have managed to carry out in the meantime. All agreed and a date of 18th/19 April was set (based on CM and Montefiore availability) for the presentation of their plans. However, all felt that a Thursday was more suitable for them if possible.

it was reiterated that everyone can still work on their subjects in the meantime and not to just formulate the spider diagram and leave it at that until presentation.

b. to discuss group planning/actions/targets/deadlines

As above re spider diagrams and 3-week deadline, post Easter. I explained CM & MH had discussed a possible next public meeting and mentioned the dates we had muted at the end of May. I underlined that this then gave everyone a further 4 weeks from the SG meeting in April, to the public meeting 23 or 24 May, to work on their Topic Groups. As such I would be expecting a mini presentation at the Public Meeting for each Topic, by each lead. This would then be used to ask for input from the Public so that we could take on board any ideas and suggestions. *This will also hopefully make the public feel 'engaged' and part of the process, generating a feeling of 'ownership'.*

c. any other progress

As above.

5. SWOT – response to Parish Council newsletter CM

Awaiting feedback from CM – deferred to next meeting in her absence.

6. Communications:

a. Website DW

As above

b. Publicity – banners, etc. MH

We covered again the lack of representation at the public meeting and the issues of advertising. It was generally felt that banners would be *the best way to ensure all public were aware of the 'next dates'*. A design was discussed as to a selection of long banners (appx 6ft x 2 ft) placed in strategic places that fundamentally had a message of *'NEIGHBOURHOOD PLAN - SUPPORT YOUR VILLAGE/YOUR FUTURE'*, *but with a section at the end that would state 'Next Public meeting'. This could then be updated accordingly.*

I gave the prices of £150 (+VAT) *that I had managed to obtain for a 6' x 2' banner. I expressed my concern about spending too much money on this, however the need to ensure we have sufficient to be effective. It*

was agreed that not all need to be this size; smaller banners could be used in the correct places along with the A3 posters (as used in the A120 fight).

After various locations were discussed I said I would produce a plan of the village and draw in the areas that were suggested to have long banners *and 'spot' posters. This would be circulated for comment and once agreed then posters & banners could be ordered.*

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| 7. Grant process | CM |
| Deferred | |
| 8. Next open Community Meeting – dates to be agreed | MH |
| 23/24 th May – discussed, all ok with these dates, although the Thursday preferred (24 th) | |
| 9. Date of next Steering Group meeting | MH |
| 18/19 th May – discussed, all ok with these dates, although Thursday 19 th preferred. | |