

Allensmore Parish Council

Neighbourhood Development Plan Steering Group

Meeting 9, Monday 18<sup>th</sup> December 2017 8pm

MINUTES

Present : Nick Chapman (chair), Tim Hancox, Merle Hancox, Yvonne Chapman, Jeremy Lawrence, Tony Cramp, Jim Hamilton, Michael Owens and Sally Lawrence (minutes)

**1.0 Apologies**

Louise Hamilton

**2.0 Declaration of Interest**

As previously declared (Meeting 5: 21<sup>st</sup> August 2017).

**3.0 Approval of Minutes : Meeting 8 : Monday 20<sup>th</sup> November 2017**

The minutes were approved by the steering group and signed by the chair.

**4.0 Finance**

No changes since previous meeting.

**5.0 Correspondence / Communications**

The hall has been booked for the 3<sup>rd</sup> Thursday of each month for 2018.

**6.0 Review and Edit NDP Issues and Options Document V3.5**

The document was reviewed. Minor corrections or additions were debated and noted and dates agreed. The leaflet delivery would be between 7<sup>th</sup> and 14<sup>th</sup> January, the consultation event would be held on Sunday 28<sup>th</sup> January 2018 between 2 and 4pm with the consultation end date of 10<sup>th</sup> February 2018. Nick would check the necessary length of the consultation period.

ACTIONS : NC

The questions have been drafted into a separate document for distribution to households. A few corrections were noted and will be circulated for agreement before the next meeting. Some printing quotes have been obtained 200 A3 booklets £90 and 250 A4 booklets £68 although this will change once the final booklet has been finalised. It was agreed that the A5 size (A4 folded) would be better suited for letter box posting and Nick would look whether the font size could be enlarged slightly. An introduction page is to be added. It was agreed to add a few questions : age band, location and employment status. Tony to draft. We discussed how best to encourage every resident over 16 to answer and return and agreed to distribute 2 to every household asking that if more were required that they request one from a steering group member or access on-line. Tim would provide a box for the collection of responses at the church.

ACTIONS : NC / TC / TH

More advice regarding 'call for sites' is needed and whether we can access data collected by the council a couple of years ago. Nick would ask Steph.

ACTION : NC

The steering group agreed that once final corrections agreed at this meeting were done and circulated to the group and parish councillors for approval it could be printed.

### **7.0 Public Consultation Event**

The hall is booked on a Saturday throughout January so it was agreed for Sunday 28<sup>th</sup> January between 2 and 4pm (confirmed and booked). Although the Tracking the News is not published in January it was suggested that we put a small information piece about the progress of the NDP, consultation event and leaflets in February's edition.

ACTION : TC / NC

### **8.0 Items for Next Agenda**

Consultation Event.

### **9.0 Next Meeting : Thursday 11<sup>th</sup> January 2018, 8pm at Allensmore Church** *(Please note change of day and venue)*

Allensmore NDP Steering Group Meeting 9 Minutes

18<sup>th</sup> December 2017

Signed .....as a true record by Nick Chapman (Chairman)

Dated: 11<sup>th</sup> January 2018