

MINUTES OF THE TOWN PLAN STEERING GROUP

HELD ON 23RD APRIL 2012

Present: Cllr Derek Lawson, Cllr Mrs Pam Whiting, Lisa Caven-Quantrill, Jon Sidey, Cllr Mrs Anna Sauntson, Katie Sheldrick, Cllr Mrs Sheila Mantle, Liz Brown, Cllr Bert Jackson, David Hill, Sandra Mitcham and Julie Morriss.

1. **Apologies** were received from Philip Toogood and David Hudson. Jane Carpenter has resigned from the Steering Group due to personal circumstances.
2. **Minutes of the previous meeting:** These were signed by the Chair as a true and accurate record of the meeting held on 19th March 2012.
3. **Front Cover:** Lisa had produced a few more sample front cover sheets that could be used for the questionnaire, together with ideas for flyers and posters. There was much debate, but it was unanimously decided to choose the 'uncluttered question mark' front cover. The prize draw was to be made slightly bigger on the front cover to attract the public's attention.
4. **Questionnaire:** ENC had input the questions into their Software Analysis System and Sandra had distributed the draft questionnaire to the Steering Group for final scrutiny. There were a number of alterations/changes made. Katie will meet with Sandra after the meeting to alter a few questions to make them a little clearer to the public. It was agreed that the Ethnic Sheet would not be included. With the amendments made the Steering Group unanimously agreed with the final version. 4000 copies will be required and ENC have given Sandra a price of £1200 to print the questionnaire. The analysis will then be carried out by ENC. Envelopes are to be included, postage free and drop off points include: Grove Street Stores, Sallys News, Library, Town Hall and the Junior School. There will also be the facility to complete on line, this will be indicated on the form. Closing date for forms to be returned will be 8th June, 2012.
5. **Delivery:** Volunteers would be required to deliver the questionnaires to all the residents in Higham Ferrers. The Steering Group gave Julie details of the streets they could deliver and Sandra confirmed that she will be asking the Councillors to help if they can.
6. **Promotion:** The Town Plan will be promoted at the Mayor's Market on 5th May and all questionnaires need to be delivered by 16th May. There will also be a stall at the Jubilee event on 4th June where forms can be returned. The Plan will also be advertised in the Evening Telegraph, Hecham Chronicle, Nene Valley News and on the radio. Three banners are being made to have displayed in different parts of the Town. A5 flyers will be put in schools and homes.
7. **Working Parties:** Lisa would like to join the Highways group
Katie to be on Development and Environment
Sandra on Environment

The Working Parties to arrange their own meetings to suit them themselves.

8. **Date of next meeting:** The next meeting is scheduled for 12th June at 1 p.m.