

# MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD

ON 11<sup>th</sup> February 2013

**Present:** Cllr Derek Lawson MBE, Cllr Mrs Anna Sauntson, Cllr Mrs Pam Whiting, Cllr Mrs Sheila Mantle, Mrs Irene Hawkins, Cllr Bert Jackson, Mrs Sandra Mitcham and Mrs Julie Morriss

## 1. ELECTION OF CHAIRMAN

As there were a number of apologies it was agreed that Sandra Mitcham would remain as Chairman until the next meeting.

2. **APOLOGIES** were received from Lisa Caven Quantrill, Katie Sheldrick, Philip Toogood, David Hudson, Nigel Cheetham, Jon Sidey and Colin Hewson

3. **MINUTES OF THE PREVIOUS MEETING.** The minutes of the previous meeting held on 28th January 2013 were signed as a true and correct record of the meeting.

## 4. **COMMUNITY FEEDBACK EVENT ON 23<sup>rd</sup> FEBRUARY 2013**

Sandra showed the group the generic format poster for the design boards with the appropriate pictures for each area. Philip Toogood and Nigel Cheetham had taken a number of photographs and Sandra has a list should anyone wish to use them for their display. They were both thanked for all the work they had done. Four notice boards from ENC will be collected by Cllr Jackson and Irene Hawkins has one that can be used. Irene also has a fold down table that might be useful. Pam confirmed that she and George would make sure there were enough tables for the event. James Wilson, Planning Consultant, will be displaying his own presentation and will be staying the whole morning. Cllr Sauntson to check with the Church but all being agreed Cllr Jackson will erect a gazebo between the Church and the Chapel to help advertise the event and be a 'park' for pushchairs. Cllr Sauntson to also check if the Chantry Chapel can be used on Friday between 3-5 p.m. to set up the stands. The press will be invited to the event.

There will be signing in sheets for the public. Each subject area will have their own colour coded questionnaire sheet, but some people might prefer to just jot a comment down on a post it note. As the Bede House will be open during the morning as well, flyers will be put on a table in that area to advertise the feedback event. Eileen Hawkins volunteered to try and encourage the public to go in the Chapel to have a look at the event. Sandra will be advertising the event in the press and notices will be put around the town. To identify the helpers, sashes or badges will be sought.

Sandra to talk to Jon Sidey about finalising his subject area.

Sandra has not heard anything regarding the new website for the Town Plan but will ensure the Higham Ferrers website is up to date.

East Northants will do all the copying, so any copying required should be received by Sandra towards the end of this week. After that date, Jon Sidey has offered to photocopy what is needed. If we use ENC we can claim the money back from the grant.

5. **DATE OF NEXT MEETING.** The date of the next meeting is 18<sup>th</sup> March at 1 p.m. in the Town Hall. The Planning Consultant will be invited to the meeting.