

MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD

ON 28th JANUARY 2013

Present: Cllr Derek Lawson MBE, Cllr Mrs Anna Sauntson, Cllr Mrs Pam Whiting, Cllr Mrs Sheila Mantle, Cllr Alan Dunn, Mr Philip Toogood, Mr Jon Sidey, Mrs Irene Hawkins, Mr David Hudson, Mr Nigel Cheetham, Mr Colin Hewson, Mrs Sandra Mitcham and Mrs Julie Morriss

Colin Hewson was welcomed to the meeting and the members of the group introduced themselves to the new member.

1. **APOLOGIES** were received from Lisa Caven Quantrill, Katie Sheldrick and Cllr Bert Jackson
2. **MINUTES OF THE PREVIOUS MEETING.** The minutes of the previous meeting held on 4th December 2012 were signed as a true and correct record of the meeting.
3. **COMMUNITY FEEDBACK EVENT ON 23rd FEBRUARY 2013.** Sandra reported that The Chantry Chapel is booked for 9-1 p.m. 4 presentation boards have been borrowed from East Northamptonshire Council. The stands will be: Development, Highways and Transport, Community Facilities, Environment and Economy. The Planning Consultant will be attending and has his own Neighbourhood Plan information board. The event is being widely advertised in Nene Valley News, Higham Ferrers website etc. Funding is available for extra signage and it was agreed that heavy based sandwich boards will be used as information signs.

The following members agreed to assist on the day: Cllr Mrs Sauntson, Cllr Lawson, Cllr Dunn, Mrs Hawkins, Mr Sidey, Mr Hudson, Nigel Cheetham (until midday), Mr Hewson and Cllr Whiting (between 12 – 1 p.m.)

Sandra showed the group a generic format poster for the design boards. It was agreed that it would be used, with a mix of photographs relevant to the subject and a quote from the public agreed by the majority. Sandra will email quotes from the public and photographs for everyone to respond. Agreed posters will then be printed by ENC and they will be used again, the cost will be £3.67 for a 600x400 poster. Nigel Cheetham had agreed to take photographs. Julie to photograph area near school when parents are collecting children.

The draft feedback form was discussed. It was agreed it should be split into sections and colour coded. A lot of discussion was given to making every possible avenue available to people to make comments, maybe attracting the younger generation to comment and so it was agreed that every media opportunity would be considered. There is to be a separate website for the Neighbourhood Plan, which is currently being developed. This would be linked to the main Higham Town Council website. Colin Hewson has agreed to help with media and communication. Facebook and Twitter are to be developed as well.

There needed to be a separate column for priorities and timescales. Highways and Transport and Community Facilities Working Group to decide on quotes and pictures for poster and information boards.

4. **ACTION PLAN.** No discussion took place.
5. **NEIGHBOURHOOD PLAN.** Application has been made for the whole of Higham Ferrers to be designated on Neighbourhood Plan Area. This has to be confirmed by East Northamptonshire Council and then there will be a six week consultation period as the formal process and then the planning consultant will meet with the steering group. East Northamptonshire Council is due to meet on 11th February.
6. **ANY OTHER BUSINESS.** There was much discussion regarding producing an Information Manual, showing events, facilities, places of interest, general information etc. This manual would need continual management. Tourism are currently considering this project. All three websites, Town Council, Tourism and the Church should all be linked. The Hecham Chronicle is under review and Colin Hewson and Jon Sidey have agreed to assist in looking at this.

Patients Forum is on 21st February 2013 at 7 p.m. Sandra is to chase response from surgery to letter.

After the Plan is ratified the sub groups will continue and Colin Hewson would like to be part of the continuation. Volunteers will be asked for on the next questionnaire together with anyone offering their services to help towards fund raising.

7. **DATE OF NEXT MEETING.** The date of the next meeting is 11th February at 1 p.m. at the Town Hall

On 18th March at 1 p.m. the Planning Consultant will be invited to the meeting.

Sandra did suggest that it might be beneficial for the steering group to appoint a new Chairman and she asked for volunteers for next meeting.