

Notes from the meeting of the Neighbourhood Plan Team held on Wednesday 11th November 2015 at 7pm

Present: Ian Bradbury, Tom Bright, Di Brown, Graham Denny, Katie Flodin, Wendy Green, Jessica Jeans, David Palmer, Michael Rowan Robinson and the Town Clerk

1. **Apologies:** Apologies were received from, Rob Temple and Will Windell, WDC Cllrs Michael Ladd and Sue Allen
2. **Welcome and introductions:** Cllr Bradbury welcomed everyone to the meeting.
3. **Consideration of Policy Area Working Briefs** - Each Working Group presented their Policy Area Brief. IRB confirmed that he was wanting to include these in a booklet to make available at the Neighbourhood Plan/Entrance to Town Consultation which will be held on 18th November at the Stella Peskett Millennium Hall from 2pm – 8pm. Taking this into consideration, each Policy Area Group was asked to consider the wording of their Policy and to amend where necessary so that each Policy was worded in a manner that would be understandable for the general public to read. This work was carried out during the course of the evening.
4. **Town Centre Entrance Study** - IRB showed the meeting a copy of the draft booklet that would be printed and made available for distribution at the meeting on 18th November. The hall will be available to set up between 1pm-2pm and a rota will be established to man the presentation throughout the afternoon and evening.

The Group noted that Ingleton Wood would be displaying the information relating to the entrance to town, and it was agreed that it would be appropriate for both the I W display and the N Plan displays to interlink with one another. Ingleton Wood will be contacted to ensure that the comments that they will be asking for will be in line with the Neighbourhood Policy Areas being considered. This will ensure that the feedback forms can be used as evidence for the Neighbourhood Plan. Discussions will also take place with Ingleton Wood to ensure their displays and the information is published in layman's language, rather than planning technical terminology.

5. **Update of Community Responses received to date** – *feedback from questionnaires* - IRB and DP provided an analysis of the responses received to date from questionnaires and drop in events. It was hoped that the entrance to the town consultation will provide an extra opportunity for comments to be received, and ongoing events will be held to continue to build up the evidence base.
6. **Way forward** – *actions and timescales* - The immediate priority is the consultation on 18th November. It was hoped that the information available at this event could also subsequently be made available at the Town Hall to provide extra opportunities for feedback.
7. **Project Plan** – *update of those tasks completed and outstanding* - Project Plan had been updated and copy made available for those present. The full questionnaire is scheduled

to be distributed before Easter 2016 and this will need to be considered further at the next meeting.

Date of next meeting Monday 14th December 2015 at 7pm.

There being no further business the meeting closed at 9.10pm.

DRAFT