

## **Amport Parish Council**

### **Neighbourhood Plan Steering Group Meeting 31 Mar 23 Record of Decisions**

#### **Attendance:**

Diana Stephenson (DS), Chair

Tim Grimshaw (TG), Secretary

In attendance: Sharon Brentnall, Consultant (Bluestone Planning) – by Zoom

1. **Introduction.** The Secretary noted that the principal aim of the meeting was to agree the Survey content so that it could go 'live'.

2. **Survey.** TG had circulated feedback from the test of the Survey, which was discussed by the SG. It was agreed that:

- The survey would be for one person only (not with options to represent a 'household' - remove Q5).
- Q6 was to include transport.
- Q10 should allow a link to the postcode, so that the discussion in the WGs can be appropriately focused to reflect specific feedback from the survey.
- Enlargement of maps was not possible.
- A link to the NP section of the APC website was required, so that people could keep up to date, as the cover implies.
- Q11 required a little more detail on 'Northern' TVBC to ensure context.
- On the housing question (Q12) it was concluded that this question was required to provide evidence to support the NP. The community would need more information before and during the survey period and in the subsequent WGs.

**Action:** SB agreed to make necessary changes and get the survey 'live' as soon as is possible and before the Leaflet drop. **Complete.**

3. **Information Note.** The SG agreed that the Information Note was ready for posting on the APC website. Action: SB to provide the final Information Note to APC's Clerk for posting. **Action complete.**

4. **Communications.**

- a. DS is setting up an APC NP facebook site to ensure conversation focuses in the right part of social media.
- b. SB suggested 'banners' to support subsequent comms and agreed to develop an example for DS to consider. SB will send DMS artwork and design for Banners. **Action complete.** DS will arrange printing.
- c. **Flyer.** SB agreed to provide artwork with QR code to DS who will organise printing and distribution. Bluestone will provide examples of perspex flyer holder to put (for example) in Church, Scout Hut, Hawk Inn and School.

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d. **Social Media.** SB will provide guidance on setting up Whatsapp, FB and Instagram page for APC NP.

**5. Any Other Business.**

a. **Invoices.** SB to invoice by 31 March for the rest of the costs included in the contract.

b. **Next Meeting.** The SG agreed that the next meeting should be at 2pm on 13 Apr 23. **Action:** TG to convene the next SG, with additional members as identified at that stage.

A handwritten signature in black ink, appearing to be 'JW', located in the lower right quadrant of the page.