

## **Ampport Parish Council**

### **Neighbourhood Plan Steering Group Meeting 21 Feb 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 Chair confirmed the aim of the meeting was to agree the products for the launch of the consultation period. The draft agenda circulated by the Secretary beforehand was accepted.

2. **Last Meeting.** An informal meeting was held on 6 Feb 23 and TG and SB met virtually on 17 Feb 23. Actions arising:

- SB & TG to prepare draft approach to the development of the NP. TG briefed that the plan for the approach to consultation was the subject of this meeting and that in the next 2-3 weeks, a draft, simple plan would be prepared by TG, in consultation with SB. **Action:** TG to draft by 19 Mar 23 a plan for the preparation of the NP.
- CH to develop contacts in the Weyhill area of the Parish (across from Rosebourne), to enable a NP engagement plan to be put in place. DS reported that it was likely Stephen Coke would represent this area, at least initially. **Action:** DS to confirm the NP lead for the Weyhill area.
- DS to identify a lead for Ampport WG. DS noted that Suzanne Hoare was considering this role and that a highways lead may have been identified. **Action:** DS to confirm the NP lead for Ampport and highways specialist.
- SB to circulate final draft of the Information Note, for posting by APC on their website. **Complete.**
- SB to finalise the Survey and circulate to the Steering Group, for distribution following feedback from testing. The survey, provided through SurveyMonkey, had been circulated. **Complete.**
- SB to finalise the Leaflet and circulate to the Steering Group. For discussion in this meeting (below).
- Chair Ampport Parish Council to finalise covering letter. **Complete.**
- SB to coordinate Leaflet drop, following SG approval.
- SB to circulate current draft of Character Appraisal to Steering Group for information at this stage. **Complete.**
- Steering Group to agree short list of 'testers' for the survey. SB to initiate test following Steering Group approval. DS confirmed that five in The Limes had agreed to test the survey. TG noted that up to five from East Cholderton would be persuaded to complete the survey. **Complete.**
- DS to discuss NP communications campaign with APC. The SG agreed that a comprehensive NP communications plan was required, using Facebook, WhatsApp, the APC website, information boards, word of mouth and consultation meetings. **Action:** DS to agree with APC's communications lead whether and if so how they might support the NP communications campaign.
- TG to propose a NP launch event at next SG. See below.

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### **3. Deliverables.**

a. **Information Note.** The SG agreed that the current draft of the Information Note was ready for posting on the APC website, subject to modification of the contact details and addition of the Hawk Conservancy as a place of interest. TG agreed to confirm that a single SG email, using APC's email arrangements, could support the NP's needs. **Action:** TG to agree with Heather Bourner (Clerk, APC) an appropriate APC email address and supporting protocols for operating the email address. SB to update the Information Note and send to DS for posting on the website.

b. **Leaflet.** SB sought further clarification on the content of the Leaflet that was to be used in a letter drop to develop interest from as many parishioners as is possible. Following discussion, SB agreed to finalise the document. **Action:** SB to finalise the Leaflet (also see sub para c below), copy SG members and initiate the letter drop before 15 Mar 23.

c. **Covering Note.** It was agreed that the covering note approved by Chair APC would be merged into the front of the Leaflet. **Action:** SB to merge Chair APC's covering note in to the first page of the Leaflet.

d. **Survey.** The SG agreed that the current version of the survey was too long, included too many extraneous questions and should be revised to balance the need for parishioner feedback with an appropriate survey that would be completed. It should be possible to save and exit the survey, without losing detail already completed. **Action:** SB to finalise the draft survey, provide pdf copy to the SG and circulate using *SurveyMonkey* for testing. It was agreed that the target date for the survey 'go live' would be 15 Mar 23. **Action:** SB to initiate testing on the revised survey, develop the survey following feedback and finalise the survey by 15 Mar 23.

e. **Character Appraisal.** The SG noted the work completed by the consultant, that the Character Appraisal was at an early draft and at this stage represented the scope of what would be in the document. Further and significant development of the document was expected, not least by subject matter experts (housing, environment, transport/highways, community) and following consultation with each area in the NP.

4. **Next Steps.** The SG agreed that the leaflet drop initiates all NP consultation. A survey testing phase was required in the next two weeks. The survey should be live by 15 Mar 23. A NP launch event would be required once analysis of the data had provided enough information for consultation with the wider community. A communications campaign must support the consultation phase.

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### 5. Any Other Business.

a. **Composition of the SG.** It was agreed at the meeting that the formal members of the SG would be the Chair (DS), representatives of the three areas in the NP (Ampport, East Cholderton including the 'pan handle', and Weyhill) and Secretary (TG). The consultant (SB) would be *in attendance*. Specialists in environment, housing, highways and community would support the SG and subordinate Working Groups for the three areas in the NP. A communications lead and photographer (including drone capability) will be required to support the SG.

b. **Next Meeting.** The SG agreed that the next meeting should be in the week 20 Mar 23. **Action:** TG to convene the next SG, with additional members as identified at that stage.

Immediately following the meeting, DS and TG discussed the Bluestone invoice and sign-off of the deliverables and agreed the approach.

A handwritten signature or mark, possibly initials, consisting of a large loop followed by a horizontal line and a small flourish.