

Minutes of the Neighbourhood Plan Steering Committee Meeting – 10th January 2018

Here are my notes and actions from the above meeting.

Those present: CF, MS, AG, DC, AG, DH, CR, JS

Apologies: TB, JM, CH

The main purpose of the meeting was an update on the communication and work done so far re the Reg14 consultation process that is running from Jan 8th-Feb 19th and future plans/actions for the Open Day.

1. CF confirmed that all consultees as advised by Katie Bailey from HDC plus agents/landowners originally contacted at the start of the NP process have been sent letters explaining the consultation process and requesting feedback on this. An article has been included in the January edition of Contact and a further article provided for the February edition

2. JS confirmed that the communication emails to the community groups was in progress and most of the groups have now been contacted - AG has confirmed distribution to the HW Fire Service. JM has advised that for health reasons she is not able to action the sites originally assigned to her

Action JS to take over communication groups from JM

CF requested that for each communication group we obtain a total for the number of people that were sent an email.

Action JS, AG, MS, TB, and CH to respond back to JS with this. This will be collated with known twitter followers of the HWPC (300) and @HW (2314) sites.

3. Following the PC meeting earlier in the week it has been agreed to provide sets of the briefing materials (Exec summary, resident letter and feedback form) to Pegasus Court, Rosefield Court, Renaissance retirement and at Winchfield Station.

Action RH to make copies of required documents (1 exec summary, 20 residents letter and 10 feedback forms per site) and provide to CF for distribution.

4. Distribution of Drop In Poster - additional locations were agreed where the A4 poster should be displayed.

Action RH to arrange for Phoenix Green notice board, CF for Winchfield Station, JS for Doctors Surgery and Costa Coffee.

5. Additional printing of Drop in Poster to be used as a small flyer for handing out was agreed.

Action RH to arrange for 250 flyers (DropIn Jan 20 document) to be printed and passed to CF

Small drop in flyer to be distributed in the High Street on Wednesday 17th Jan and Saturday 20th Jan.

Action CF - if any other SG members can help with this please let CF know.

6. The distribution of a summary leaflet directly to village residents via a house delivery was discussed and agreed. The help of Parish Councillors with this was thought possible but it was agreed that this should be done after the Open Day. A revised document was agreed for this and is attached with this email.

Action RH to arrange for 1000 leaflets (NPlan leaflet doc printed at 4 pages per sheet and cut) to be printed.

It was agreed to distribute the leaflet in the High Street on the mornings of 27th Jan and 1st Feb.

Action SG members to reply to JS with their availability for this.

It was also agreed for the SG members to deliver some of the leaflets to their local roads.

Action SG to respond to JS with the roads that they are willing to distribute leaflets to and the number required.

Action CF to compose email to the Parish Councillors to also seek their support in the leaflet distribution.

7. Open day planned for Saturday 20th January - the rota for this is as follows

10-12pm	12-2pm	2-4pm
TB	JM	AG (but may need to change)
CF	DH	MS
JS	CR	DC

RH will also participate for some of the time and JS will arrange for the tables/display boards etc. The material to be displayed was agreed to be the executive summary document (10 pages) printed on A3 and laminated.

Action RH (NB - document attached).

100 copies of the executive summary, residents letter and feedback form are required for distribution at the 20th January Open Day.

Action RH

Personal invitations to the Open Day on the 20th January for the following people were proposed and agreed

Andrew Renshaw

Anne Crampton

Tim Southern

David Simpson

Ranil Jayawardena

Action RH to send invitation letters on behalf of the Parish Council

8. AOB - We discussed the potential for analysing previous open days and survey responses by post code to determine potential village areas that could be focussed on for obtaining plan feedback but it was felt that this involved disproportionate effort and that outlying areas (eg Dipley) and new estates (eg Hartley Row) do receive Contact and should therefore be aware of the need to participate in the consultation.

9. Date of next meeting - agreed on for Wednesday 28th February at 6pm.

Action RH to confirm availability of PC meeting room and arrange normal site access.