

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

24 January, 2013

Minutes pages 1 - 5

Present:

Phil Applin	Martyn Luscombe
Charles Bates	Roger Matthews
Tom Baxter	Harry Nicholls
David Bowie	Kate Rolfe
Carol Cholerton	Richard Rose
Helen Crook	Tim Sanders
Elizabeth Dixon	Dave Savage
Andrew Dow	David Stephenson
Peter Emmerson	Sarah Summers (Clerk)
Mark Haselden (Chairman)	Yvonne Wiggins
Trevor Honychurch	

1) Apologies

Apologies were received from, Jenny Fradgley, Ann Hicks, David Langman Neal Pearce and Moira Tsolakis.

2) Minutes

The minutes of the meeting held on 20 December, 2012 were approved as a correct record.

3) Chairman's Report

The Chairman welcomed everyone back at the start of a new year and the final phase of the Neighbourhood Plan.

He advised that between now and Easter, there shall be two parallel work streams:

- i. Communication and consultation;
- ii. Editing and finalising the document.

Mark advised that the document is coming together and the focus now must be on consultation and communication. It is very important that we increase awareness of the Neighbourhood Plan and validate what we are saying. It has to represent the views of Stratford stakeholders, not just those on the Neighbourhood Plan team.

He then introduced Richard Rose, the new Chairman of Consultation and Communication. Richard has agreed to manage consultation and communication for the next three months, and Mark stressed how essential it was for everyone to give him as much help and support as possible during this important phase.

Turning to the format of the document, the Chairman paid tribute to David Morgan who has spent a huge amount of time last year, pulling together the first draft of the document. David needs to earn a living, and must concentrate on fee paying work for the next few weeks.

Trevor Honychurch has taken over control of the document and has been working on reformatting the plan using emerging best practice for Neighbourhood Plan formats, such as Thame.

Mark explained that both Richard Rose, Trevor Honychurch and Phil Aplin would be giving presentations to update the Steering Group on progress, and the February meeting of the Steering Group will concentrate on the document itself, a draft of which will be circulated ahead of the meeting.

4) Consultation and Communication Plan

Richard Rose presented a Power Point presentation outlining his plan for the forthcoming consultation phase. The presentation forms part of the minutes and is included as appendix 1.

Key issues to note are:

- Key publicity materials
- The status briefing workshop for the Town Council on 19 February;
- The Town Hall Open Days on Sunday 24 March 11:00am to 5:30pm and Monday from 1:00pm to 8:30pm. The Chairman requested that all members of the Neighbourhood Plan Steering Group set aside a couple of hours to help man this important event;
- Engaging with the Stratford Herald as a partner;
- Producing a standalone Bridging the Gap newsletter;
- Focus on electronic media;

- Engage with the media;
- Engage with other interest groups;
- Final consultation.

Richard explained that the Open Days are primarily to raise awareness. The actual plan will not be completed at this stage, but key points will be highlighted at the exhibition and feedback will focus on the key issues. That feedback will be reflected in the next draft of the document.

The reformatting of our plan, similar to that of Thame, will be in three sections:

- i. Character of the town;
- ii) Detailed policies;
- iii) Potential sites for development.

The presentation gave rise to a number of observations and questions including a request for a clearer timetable such as a Gantt bar chart illustrating the project timetable, how we process the feedback from the open days and how we communicate Section 3 of the plan, which will take some time to complete, and isn't likely to be finalised until after what appears to be the end of the consultation process. It was agreed that the editorial and management team would look again at the timings but it is anticipated that the first two parts will be well advanced by Easter.

It was felt important during the consultation Open Days, that we convey the clear message of why a Neighbourhood Plan will make a difference to the community. The summary document must also be succinct, clear, and in plain English.

Richard advised that Ian Fradgley has agreed to manage the website which has not been up-dated for some time. He will also be responsible for the Facebook and Twitter feeds. Contact details for Ian are included at the end of the minutes.

The existing database of 'friends' and newsletter recipients' needs to be obtained from David Morgan and passed on to Ian – Phil Applin.

Required contact details:

Orbit – Sarah

BID – Sarah

Community Forum – Sarah

SDC (Facebook/Twitter) – Kate Rolfe

5) Re-formatting of the Issues and Options Draft v6

Trevor Honychurch has been re-formatting the draft v6 document, using David Morgan's words but changing the format to one that resembles the Thame NDP as their themes appear similar to those in Stratford-upon-Avon.

Trevor gave a verbal address assisted by a Power Point presentation. The PP presentation was to assist those present and as it still represents very much a 'moveable feast' in terms of timings and policies, will be re-presented at a later date, and is therefore not being circulated at this stage.

He advised that it will be necessary to reconvene the working parties to work on the policies and provide hard copy. It is anticipated that the policies will be completed by the end of March and will be led by:

Housing & Design Quality - Mark and Phil

Jobs - Trevor

Heritage - TBA

Town Centre - Mark & Phil

Open Spaces - Trevor and Caroline

Infrastructure - TBA

Community, Leisure and Well-being - Trevor and Helen

Environment and Sustainability – Trevor and Caroline

The Steering Group was advised that professional help has been sought from William Casely, Practitioner Research Fellow from the Department of Management Studies at University of Exeter Business School who is an expert in retail studies. William will assist with the retail aspects of the Town Centre and out of town retail.

David Stephenson urged the Steering Group to work with SDC as much as possible, so that the policies were broadly in line with the emerging Core Strategy. The Chairman confirmed that the new Policies Manager at SDC, Dave Nash, has been approached and a meeting is being arranged as soon as possible. Mark requested that David Stephenson also attends that meeting.

Phil Applin then presented a further Power Point presentation, which forms part of the minutes and is included as appendix 2. However, his verbal address focused on two slides – 5 and 6 which outlines the concept of the new NDP structure and the timescales. Once again, timescales gave rise to further debate, which have been covered earlier in the minutes.

6) Public Participation

There were no public present.

7) Any Other Business

Harry Nicholls asked for an update on the budget, and Trevor Honychurch gave a verbal account. The budget forms part of the minutes and is included as an appendix 3.

8) To Note the Date of the Next Meeting

The next meeting will be held at the Town Hall on Thursday 28 February at 6:30pm. The meeting will focus on the draft document, a copy of which will be circulated before the meeting.

The Chairman declared the meeting closed at 8:20pm

Attached:

- Appendix 1 - Consultation and Communications Plan
- Appendix 2 - Neighbourhood Development Plan Structure
- Appendix 3 - Budget

Contact details:

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