



Minutes of Steering Group 5th February 2019

<p>Present: Sue, Norman, Jane, Hellen, Julia, Heather, Leighton, Alistair, Christine, Diane, Liz (Plan-et)</p>	ACTION
<p>Apologies: Daniel, Rhiannon, Nick, Richard, Lorraine, Peter, Jane, Becky (Plan-et)</p>	
<p>Welcome: Norman welcomed everyone back and pointed out that we had been doing this for two years! Liz commented that we were making great progress and anticipated we would be in a position to submit the plan late autumn.</p>	
<p>Minutes: The minutes of the last meeting were approved.</p>	
<p>Questionnaire Results:</p> <ul style="list-style-type: none"> • 419 were completed giving a response rate of just over 5% which was deemed excellent by Liz although members found it disappointing. We had done really well to get that number to respond and should be pleased. • 150 were done online, the rest were paper copies. The most popular drop-off venues for these were the Town Council Office and Tesco. • Norman thanked those who had processed the paper forms and Becky for the thorough and clear analysis. • There were no big surprises in the results which suggests that our draft Plan is on the right track. • Hellen had overseen the 3 x £100 prize draw, with the 3 new councillors picking names out of a hat. The Town Clerk had sent cheques to the winners. This should be given lots of publicity eg local paper, GXTC website and Facebook page and our own website. 	Norman/Town Clerk/Hellen
<p>Follow-up: We need to identify any gaps – there is an obvious gap in younger age groups. Could compile a list of groups in the community and key personnel. We can ask Headteachers to arrange small groups of children from the relevant postcode to talk to us from ages 7/8years, 10/11 years and 16+years. We could leaflet parents at school gates or ask HTs to put postcard in schoolbag. Attend sports clubs, leaflet commuters etc. to reach the age groups needing more representation.</p>	
<p>Next Step: The next step is to check the questionnaire results against the draft policies in our Plan. This is quite a technical piece of work and it was agreed that we would ask Plan-et to do it. This will show up areas where we need to find local evidence to support our policies.</p>	Liz/Becky

<p>What Is The Road Ahead?</p> <ol style="list-style-type: none"> 1. Plan-et does the matching, producing a skeleton draft Plan identifying what information will need to be gathered as evidence. We will then have to find the evidence, working in sub groups again. 2. The draft Plan goes back to the community in a simple consultation, Is This What You Want? Yes/No? Likely to be a simple survey monkey to check this is the Plan they want. 3. We do any tweaking required. There is possibly a process called 'screening' but it is unlikely that we would need that. 4. Then there is some formal consultation with statutory consultees, developers, neighbouring parishes etc under Regulation 14. 5. The Plan is then submitted, examined and a referendum is held. If the Plan is submitted late autumn, the referendum is likely to be early 2020 but the date is in the hands of the local authority. 	
<p>Next Meeting: Liz expects their technical work to be completed by the end of February but will know for sure in about a week. At that point Diane will send a doodle poll to fix a meeting at the beginning of March.</p>	Diane
<p>In the Meantime:</p> <ul style="list-style-type: none"> • A small group was set up to produce some publicity materials, posters/leaflets/postcards, to raise awareness generally and to engage the gaps. • Start approaching schools, organisations, key personnel – volunteers needed. • Have questions prepared for school groups. • Add something to the website to show the road ahead. 	Sue, Heather, Hellen, Christine, Julia Hellen
<p>Meeting ended 8.55pm</p>	