



## Minutes of Steering Group 5<sup>th</sup> February 2019

<p><b>Present:</b> Sue, Norman, Jane, Hellen, Julia, Heather, Leighton, Alistair, Christine, Diane, Liz (Plan-et)</p>	<p><b>ACTION</b></p>
<p><b>Apologies:</b> Daniel, Rhiannon, Nick, Richard, Lorraine, Peter, Jane, Becky (Plan-et)</p>	
<p><b>Welcome:</b> 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><b>Minutes:</b> The minutes of the last meeting were approved.</p>	
<p><b>Questionnaire Results:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 150 were done online, the rest were paper copies. The most popular drop-off venues for these were the Town Council Office and Tesco.</li> <li>• Norman thanked those who had processed the paper forms and Becky for the thorough and clear analysis.</li> <li>• There were no big surprises in the results which suggests that our draft Plan is on the right track.</li> <li>• 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.</li> </ul>	<p>Norman/Town Clerk/Hellen</p>
<p><b>Follow-up:</b> 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><b>Next Step:</b> 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>	<p>Liz/Becky</p>

<p><b>What Is The Road Ahead?</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. We do any tweaking required. There is possibly a process called 'screening' but it is unlikely that we would need that.</li> <li>4. Then there is some formal consultation with statutory consultees, developers, neighbouring parishes etc under Regulation 14.</li> <li>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.</li> </ol>	
<p><b>Next Meeting:</b> 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><b>In the Meantime:</b></p> <ul style="list-style-type: none"> <li>• A small group was set up to produce some publicity materials, posters/leaflets/postcards, to raise awareness generally and to engage the gaps.</li> <li>• Start approaching schools, organisations, key personnel – volunteers needed.</li> <li>• Have questions prepared for school groups.</li> <li>• Add something to the website to show the road ahead.</li> </ul>	<p>Sue, Heather, Hellen, Christine, Julia</p> <p>Hellen</p>
<p><b>Meeting ended 8.55pm</b></p>	