

# Gerrards Cross Neighbourhood Plan

## Steering Group Minutes Tuesday 22<sup>nd</sup> August 2017

<p><b>Present:</b> Norman, Diane, Jane, Hellen, Nicholas, Heather, Alistair, Julia, Sarah, Richard, Becky</p>	<p><b>ACTIONS</b></p>
<p><b>Welcome:</b> Sarah Davey and Richard Chatterton were introduced to the group and welcomed. Diane to send link to google.docs .</p>	<p><b>Diane</b></p>
<p><b>Apologies:</b> Tim, Peter, Daniel, Karen, Kirsty, Dan, Brian</p>	
<p><b>Minutes:</b> The minutes of the last meeting on 12<sup>th</sup> July were approved.</p>	
<p><b>Matters Arising:</b> The Guide Hut has been booked and paid for, for the event on 11<sup>th</sup> November. Notice of the event went into The Voice which was delivered to households in the town.</p> <p>Norman had spoken to the manager of Tesco and had booked the entrance, free of charge, for Saturday 14<sup>th</sup> October as publicity for the November event.</p> <p>Heather will ask the manager of Waitrose if we can do something there.</p> <p>Norman to contact Gerry Hoare to ask how best to contact all households in Gerrards Cross, or if we can use his delivery system.</p> <p>The Chalfonts and Gerrards Cross e-newsletter was suggested as another method of informing the public, together with the NextDoor website.</p>	<p><b>Heather</b></p> <p><b>Norman</b></p>
<p><b>Vision and Objectives Review:</b> Daniel had collated comments on the Vision and Objectives. These were run through and any potentially contentious ones discussed. Becky will now insert them into the document. The document will then go to Heather, Julia and Hellen who will edit the document to impose a consistent style throughout. It will then go back to Becky for a final check to ensure no meanings have changed and that will be it for the Vision and Objectives we take to the November event.</p>	<p><b>Becky, Heather, Julia, Hellen</b></p>
<p><b>Community Engagement Event, Saturday 11<sup>th</sup> November:</b>  <b>We will need:</b></p> <ul style="list-style-type: none"> <li>• An event sub-group to plan, organise and manage the event. If you would like to be in this, let Diane know by 12<sup>th</sup> September</li> <li>• A big map showing the town boundary from the Town Council</li> <li>• Display boards – the Town Council has 8 we should arrange to borrow</li> <li>• Printed and laminated headings for each of the objectives - need to ask the Town Clerk</li> <li>• Laminated photographs of GX – we have some used for the festival. Nicholas has other photographs we could enlarge and laminate</li> <li>• Supplies of Post-It notes and pens for visitors to add their comments</li> </ul>	<p><b>All</b></p>

<ul style="list-style-type: none"> <li>• A rota of volunteers throughout the session to man the event.</li> <li>• A basic script for guidance</li> <li>• <b>Publicity for the event which will be provided by:</b></li> </ul> <ol style="list-style-type: none"> <li>1. Invitations to be designed by Julia, Hellen and Heather, to feature facebook page and website and allude to the questionnaire coming in January. These to be handed out at Tesco on October 14<sup>th</sup> and on other dates in other locations such as the station and the firework display at the Memorial Centre.</li> <li>2. An e-invitation to be sent to stakeholder contacts eg schools, churches, organisations, with personal request that it be forwarded to members eg Nicholas is a governor at St Mary's. Cllr. Roberts has contacts at GX CofE Combined, Dan Turner with traders in GX</li> <li>3. Leaving invitations in locations around town where The Voice is available eg library, coffee shops</li> <li>4. Nicholas to investigate cost of a large plastic banner advertisement.</li> <li>5. Possibly by having the invitations delivered by the same method as The Voice</li> <li>6. As mentioned earlier, by local e-newsletters and websites eg NextDoor plus facebook and links from gerrardscross.gov.uk</li> </ol> <p>The publicity day at Tesco will also need a display, a rota of volunteers and a basic script. Diane to request volunteers by email.</p>	<p><b>Julia, Heather, Hellen</b></p> <p><b>Nicholas</b></p> <p><b>Diane</b></p>
<p><b>Additional Agenda Item – Update on Proposed Station Road Car Park:</b> At this point in the meeting Norman gave an update after the previous evening's Town Council Planning Committee meeting. When the previous application was made by SBDC there did not seem to be any other options so the Town Council did not object. However, Norman had recently met with Network Rail and also had a telephone conversation with the MD of Chiltern Railways and there was the possibility of co-operating on developing the actual station car park. As a result, Norman will go to the SBDC Planning meeting on 6<sup>th</sup> September and ask them to withdraw the application while the feasibility of this option is explored. The Town Council will object to the application.</p>	
<p><b>Website/Social Media/Email:</b> Julia, Heather and Hellen were thanked for the work done on the logo and website heading. These were discussed and Nicholas offered a more appealing floral picture. It was suggested the strapline be changed from Your Town Your Choice to Your Town Your Voice to echo the Town Council publication. This was agreed with one vote in opposition. With these changes made, the logo and pictures could be sent to Dan Turner for immediate work on the website, although he was thought to be away until the first week of September. Norman would let Dan know we were ready to move on the website.</p> <p>Hellen's daughter had offered to create the facebook page and this could now be done. Thanks were recorded to Hellen's daughter.</p>	<p><b>Hellen, Heather, Julia Norman</b></p>
<p><b>Communications:</b> This item was held over for the moment.</p>	
<p><b>Milestones:</b> It was felt that a Roadmap or timeline would be useful to set out tasks and the order in which they should happen. Many of these are available</p>	

<p>online, such as Woodcote – How Did We Do It? Becky offered to create one tailored to Gerrards Cross. When available Diane will post it to our google.docs area.</p>	<p><b>Becky, Diane</b></p>
<p><b>Next Actions:</b> Alongside the Community Engagement Event we need to be creating a questionnaire, although it does not have to be ready for the 11<sup>th</sup> November event. We can advertise that it will be available eg in January. There are a couple of questionnaires from other towns on google.docs and Becky brought another paper copy to pass around the meeting. Herefordshire Council has on their website a useful document entitled '<a href="#">Creating a Questionnaire</a>' which you can access following the link to read in preparation.</p>	<p><b>All</b></p>
<p><b>Any Other Business:</b></p> <ol style="list-style-type: none"> <li>1. Clarification was requested on the use of sub-groups and whether what they do is final. It was agreed sub-groups should be given specific tasks which they will be empowered to carry out and the extent of the remit will be made clear. However they will be expected to report back to the full Steering Group for final sign-off.</li> <li>2. Sarah commented that Gerrards Cross was a lovely place for allowing children to learn to be independent and we should aim to keep that aspect of community life with the plan.</li> </ol>	
<p><b>Meeting closed 9pm</b></p>	
<p><b>Next meeting: Thursday 21<sup>st</sup> September 2017</b></p>	