

Gerrards Cross Neighbourhood Plan

Steering Group Minutes Thursday 21st September 2017

Present:	ACTIONS
Apologies: Kirsty, Peter, Brian, Heather, Sarah, Daniel	
Welcome: Sue Zatland was introduced and welcomed to the group.	
Minutes: The minutes of the last meeting on 22 nd August were approved	
Matters Arising: Norman advised about 14 th October that Tesco confirmed we could arrive at 8am if we wanted, stay as long as we want, put up whatever we want and do whatever we want. There would be a meeting on 6 th October between SBDC, Bucks CC, GX Town Council, Chiltern Railways and Network Rail to discuss the feasibility of developing the car park at the station.	
Vision, Aims and Objectives: At the last meeting we discussed the comments Daniel had collated and agreed or discarded them. Becky inserted them into our V&O. The document went to Hellen, Heather and Julia for editing and styling and then back to Liz to make sure no meanings had been changed. The document came back with comments from Liz. There was a question about whether we should reconcile the comments with the new document in case we were suggesting something that would not be possible but it was decided to leave the document alone for now as we needed to concentrate on other things. The objectives had been made more concise and this would make it easier for the public consultation. They would change again after the public comments had been analysed.	
Leaflet and Invitation: Hellen, Heather and Julia had worked very hard and presented the meeting with two different designs of leaflet and invitation. The preferred option was agreed. There was discussion about whether we needed both leaflet and invitation. The meeting voted to have both. The team was congratulated for coming up with great designs. The email and phone number should be taken off and the website address put on instead if this was available in time. Three and a half thousand would be needed for delivery to households plus another 2 thousand for handing out, so a total of 5500 required before 14 th October. D2D, the organisation that delivers The Voice for the town council would be used for distribution. Ideally delivery to households would be around 1 st November. Records to be kept of <u>how many</u> were handed out <u>where</u> as evidence of public consultation. There would also be an e-version to send out to stakeholders where we could obtain email addresses. Some could go out via the Town Clerk. Records should also be kept of how many were contacted this way.	Hellen, Julia, Heather All
Website etc. .Nexus had been chased up but had not come back with a quote for the website.	

<p>Hellen had obtained a quote from Webfx, a local company that was handling the websites for St James and Thorpe House; a special offer of £500 for a homepage plus up to 15 pages and hosting of £25/month or £250 for 12 months. They would also prepare a linked facebook page. Examples of their websites appeared to be clean and modern.</p> <p>Email could be added in later but would require monitoring.</p> <p>The meeting agreed to go with Webfx. It would include training on how to update the web pages which Hellen and Julia would attend.</p> <p>A 30% deposit was required and Hellen would arrange this invoice to go to the council office for payment.</p>	Hellen, Julia
<p>Events: Not enough people had volunteered for shifts at the events. Diane would contact others to ask them to help for a couple of hours.</p> <p>A sub-group would be needed to organise the events, script, materials, rota etc. Diane would co-ordinate. Norman, Kirsty, Richard, Sarah and Sue offered to be involved.</p>	Diane Diane
Communication: Sue offered to write a press release for the events.	Sue
Milestones: A timeline for GX and and indicative neighbourhood plan flow chart had been circulated with the previous minutes.	
Next Actions: Creation of the website, printing of leaflets and organisation of sub-group for events.	Hellen, Julia Diane
<p>AOB: Finance - the Steering Group is a sub-group of the Town Council and can spend up to £500 without prior authority. Amounts more than £500 have to go to the full council for approval. Invoices go to the Town Clerk for payment.</p> <p>Norman advised that Slough planned to build 5000 new homes in South Bucks around Wexham, including on a former golf course which has been purchased by a developer. SBDC would oppose this.</p> <p>Secretary of State Sajid Javid has said that areas where house prices exceed 4 times average income would be targeted for extra homes</p>	
Meeting ended 8.15pm Next meeting Wednesday 25 th October 7pm Memorial Centre	