

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting held on 03 September 2015, Pump Rooms.

Present: Mark Willis, Darren Ingram, Dawn Morgan, Mary Drummond, Alan Eachus

1. Update - a meeting with Burford Parish Council has been arranged for 14 September 2015 to discuss undertaking a joint cross administrative boundary plan with Tenbury taking the lead role. Costs were discussed and it was agreed that there should be some form of cost sharing maybe on the basis of population. It is hoped that we will obtain agreement in time for the forthcoming *Applefeast* Launch Event.
2. Launch Leaflet – all happy with content except for minor amendments. Leaflet to be handed out to all Tenbury resident upon entering The Burgage and distributed during week commencing 5th October by all Councillors on an area by area basis. Dawn and Mark to confirm areas. Leaflet also be delivered to all businesses, community organisations and other stakeholders. Dawn to obtain costs of printing including posters.
3. Planning Consultants – interests from 3 consults received. Alan to review and obtain further information based on joint plan with Burford. Kirkwells currently favourite due to the fact that they are already working within the area. Interviews to be held following confirmation of plan area.
4. Stakeholders – Dawn and Mark to prepare list of stakeholders to include names, addresses telephone numbers and email addresses.
5. Discussions with Business Sector – to be put on hold until area is confirmed and Planning Consultant appointed.
6. Communication Strategy – all agreed that communications with all sectors is vital throughout at all stages of the plan. Agreed that we should make full use of new letters, leaflets, local paper, web, posters, talking to neighbours and to all stakeholders. Everyone needs to be included. Discussed door to door surveys but these may not be as useful in respect of information gathering as workshop, drop-in, exhibitions etc. Agreed that we should all start talking about the plan and to raise its profile. Dawn to set up web link using TC's site.
7. Informing MHDC – on hold until after meeting with Burford.
8. Next meeting to be arranged.