

TENBURY AND BURFORD NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held on 14 April 2016, Pump Room.

Present: Mark Willis, Dawn Worgan, Eric Hudson, Mary Drummond, Liz Weston, Brian Howells, Caroline Palethorpe and Alan Eachus (Chair)

- 1. Area Designation** – AE confirmed that the area is now officially a Neighbourhood Plan Area.
- 2. Steering Group Members** – AE welcomed Caroline to the steering group as a community member. The group will also be joined by Sarah Thompson to represent the retail community. AE would like to see a representative from the Burford business sector on the Steering Group but Brian thought that this would be difficult due to timing issues.
- 3. Feedback from The Awareness Event** – this was successful with more than 30 guests in attendance plus Councillors from both Parishes. Feedback was good with over 50 comments received which have been recorded and now form part of a combined Issues List which has been passed to Kirkwell's.
- 4. Consultants** - Kirkwell's have issued their Planning Policy Assessment and Evidence Base Review document together with Draft Issues and Options Paper for review and input by the Steering Group. AE explained that the latter document was a vital part of the process and following input from the community will ultimately go forward into the final Draft Plan. Time was spent assigning tasks and agreeing working groups based on the various themed headings as defined in the document – see separate task assignment schedule. All agreed that we should try to complete this stage of the work by Monday 25 May 2016 so that Kirkwell's have the opportunity to complete the document for submission/further discussion at our next meeting with them on 28 April 2016. It was recognised that some elements of the work may take longer and that there may be queries that will need discussions with Kirkwell's. It was suggested that Health and Well Being should be considered as a separate section and this could also encompass Community.
- 5. Issues and Options Consultations Event** - to be held on Friday 10 and Saturday 11 June 2016; possible venues Pump Rooms or Community Centre. AE, Dawn and Mark to be meet to discuss details. All agreed that we will need to produce posters, leaflets, banners etc to promote the event. A town crier (for Tenbury) and a raffle will also be considered. **POST MEETING NOTE - the event will also be held in Burford Village Hall date to be agreed.**
- 6. Web Site** - this is currently being updated by the designer and wherever possible using headings/themes that will be repeated throughout the whole process. All agreed that the layout as completed to date was good; should be going live within the next 10days.
- 7. Stakeholder List** - Dawn to produce a comprehensive list to include email addresses. Chamber of Trade also have a new data base – AE to contact Sarah Thompson to see if we can use their contact list to disseminate information.
- 8. Housing Needs Survey** - this was discussed and Dawn to investigate and discuss with Kirkwells.
- 9. AOB** – Caroline to send through MHDC's web link to their new 5yr plan as this may have some relevance re Tenbury Business Park.

Circulation: all above attendees + Sarah Thompson, Liz Thomas, Keith Griffiths and Kirkwell's.