

Minutes of Neighbourhood Plan Steering Group Meeting 6th October 2023 at 10.30am

In Attendance: Michael Pearson (Chair), Nigel Aldis, Peter Holden, Richard Weedon, Amanda Harvey-Wade and Jo Graves (Clerk)

1. Apologies

Apologies received from Ian Smith, Patricia Hall, Rob Neville and Phil Rose

2. Minutes of Previous Meeting

It was **RESOLVED** that the Minutes of the meeting held on 8th September 2023 were approved as a true record of decisions made and signed by the Chair.

3. Update on action points from previous meeting.

The Village Hall had been booked for 2nd December and paid for by PC.

Quotations provided for flyer and pop up banner.

Area designation had been approved at PC meeting.

4. BRCC – Jemma McLean

Jemma gave an overview of how BRCC can assist with Neighbourhood Plans, such as rural housing surveys, local green space designation. She would also put the Steering Group in contact with other organisations who could help.

She advised to look at other local neighbourhood plans in terms of what is included and layout, but that there was not a standard plan as all are unique to the area.

Jemma went through some of the costs that could be covered by a Locality Grant and that CBC would cover the referendum costs.

5. Format for Public Event

It was advised that there are some display boards which could be borrowed for the event, but as they are heavy there would have to be a plan to get them from the Church to the Village Hall. The display boards would be used to provide a flow around the hall so that visitors could see all the posters and add their comments underneath.

Nigel shared some posters he was drafting based on some which had been used for Sandy. It was agreed that some areas such as retail and business were not so relevant to Blunham. Nigel to continue to work on designs.

6. To discuss costings for the flyer advertising the village hall pop up event,

Outgoings agreed to date:

Village Hall hire - £81.25

The Clerk advised quotations had been received from XLpress (£70.00 + VAT) and D2D (£225.00) who produce and deliver Blunham Matters. Lion Press in Sandy had also been approached but did not provide a quotation. Online prices had also been obtained, although they were slightly cheaper it was agreed that it was best to

use a local supplier as they could also assist with designing the flyer and pop up display (Xlpress £60 + VAT). Clerk to liaise with Xlpress and D2D regarding supplying and delivering the flyer and pop up banner.

Clerk to start process and obtain timings.

There was a discussion about logos and images to use that did not breach copyright. It was felt that the bridges would be a good focal point.

Other sundries required:

Post it notes and refreshments etc for open day

The Clerk advised that she could arrange for A3 colour printing for 85p per sheet from Arlesey Town Council offices.

Badges for members of Steering Group

7. To discuss project management spreadsheet

There was a discussion about project management software and using spreadsheets. It was agreed that Richard would look at combining elements of both examples to provide a spreadsheet for Blunham. It was agreed to aim to complete the bulk of the project during 2024 so that the referendum could be held in early 2025.

8. Agreed Action Points

Design posters for open day

Design A5 flyers and arrange delivery timescales.

Contact Cliff at BRCC.

9. Date of Next Meeting

Friday 10th November 2023 at 10.30am at Michael's Library, The Drift.

--There being no further business the meeting closed at 12.00noon —

Chair_____

Date_____