

MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLANNING STEERING GROUP HELD ON 3RD DECEMBER 2013

Present: Cllrs Mark Houlbrook, Susan Durant, Rachel Durant, Joe Blackham, Rob Porter, George Derx
Caroline Robinson, Ann Pennington, Neil Butler
Kathryn Jukes, Jeremy Sherlock, Jane stimpson

Apologies: Cllrs Ron Powell, Annie Farrand; Jean Walker, Katie Foreman, Jennifer Barley,

1. **Minutes** –the minutes of the meeting of 29th October 2013 were agreed as a true record.
2. **Draft Consultation Questionnaire** – KJ had developed a number of more formal questions which are based on the discussions held at the last meeting. These are framed around the agreed objectives. She noted that a number of issues had been raised around transport which did not fit readily into current objectives. It was **agreed** that objective 6 be amended to read “To promote a safe and accessible environment for the local community.

The proposed questions were discussed and a number of amendments were proposed. KJ will redraft the questions in a consultation leaflet form which can be agreed at the next meeting.

It was also agreed that a simpler “child friendly” version would be produced with the assistance of NB.

3. **Use of Questionnaire** – the following methods of distribution for the questionnaire were agreed in principle:
 - **Online** – on TMNP website
 - **Distributed via the Thorne Times** – the edition produced at the end of January would be appropriate. JSh to check whether an insert is practical. Options for returned included a network of drop boxes, or a built in 2nd class stamp (it was suggested that there is only a need to pay for returned forms). JSh to check further.
 - **Send to Groups/ Organisations** – including developers, statutory sector, voluntary and community, Sports. A comprehensive list of groups has been started but needs further work. JSh will circulate for additions.
 - **Through Schools** – NB will raise with other Head Teachers
 - **Focus groups** – it is proposed to hold a Town Centre business meeting, other Business meeting, and Voluntary and Community meeting. Potential venues were discussed which will be investigated further (JSh). These would involve a short presentation followed by discussion. It was suggested that the business meetings would be best attended as breakfast meetings.
 - **Drop in Sessions** – these would be informal sessions for the public. These would be staffed by 3 steering group members, and a Planning aid volunteer. Initial proposals for venues to ensure good coverage were Assembly Rooms, Green Top School, Thorne Brook School, Kirton Lane Golf Club, and Moorends CC. It was proposed to have variable session times to ensure that as many people as possible can access at least 1 session.

4. **Questionnaire Timescale** – the main publicity will be through the Thorne Times as this is delivered to all households. Inclusion in the end of January edition would allow meetings, and drop in sessions to be held from mid-February to mid-March. Closing date for forms could be 1st April.
5. **Material for Focus Groups and Drop in Sessions** – the following will need to be produced by the end of January
 - **A questionnaire leaflet** – this would include details of the dates, locations and times of the drop in sessions
 - **Posters** – advertising the drop in sessions
 - **Exhibition Boards**
 - **Schematic Maps** – KJ provided some examples of these and will advise of a price from her graphic designer.
 - **Presentation** – for use at the focus groups
 - **Video (?)** – explaining the process. Is there the equipment available for this?

It was suggested that Thorne Camera Club be approached for some photos for the questionnaire, exhibition and presentation.

6. **Next Meetings** – it was agreed to set up a programme of meetings over the next few months. It was agreed that the standard date would be the 4th Wednesday of each month, though the January meeting would be earlier to prepare for the next phase of consultation. The meeting schedule will be as follows (all meetings at 7pm at the Assembly Rooms):
 - Wednesday 15th January
 - Wednesday 26th February
 - Wednesday 26th March
 - Wednesday 23rd April
 - Wednesday 28th May
 - Wednesday 25th June
 - Wednesday 23rd July

Jeremy Sherlock

Town Clerk