

Neighbourhood Plan Steering Group  
25<sup>th</sup> May 2021

Attendees: Cllr David Gaye  
Cllr Christine Martin  
Cllr Niamh Mahon  
Cllr Olivia Lyons  
Town Clerk

### **Apologies:**

Cllr Pyke sent his apologies.

### **What Happens Next?**

All considered the updated questionnaire – couple of typos for correction had been noted and Cllr Gaye to pass these to Clerk. Questionnaire now needed to be uploaded onto Survey Monkey – this may need an upgrade to the account in order that it all fits on and we can receive unlimited numbers of responses. Clerk to ask Cllr Pyke if he would be willing to lead on this?

### **Action: Clerk to speak with Cllr Pyke**

Cllr Lyons will contact CCDC to see if they can evaluate all the responses from the questionnaire. Is the questionnaire in a fit shape for evaluation or will some of the questions need to be revised?

### **Action: Cllr Lyons to speak with CCDC officers.**

### **Neighbourhood Plan Grant**

Certain information is needed before we can apply for the grant:

- Cllr Mahon to look at a consultancy that can support and guide the work.
- Cllr Mahon to bring back recommendations to the group.
- How to apply and what do we apply for? – could include Survey Monkey fees, printing of the questionnaire, banners / advertisings, hire of rooms for public consultations.
- What do consultants think we can apply for (Renee Wallace)?
- All members of the steering group to familiarise with the funding regimes and how much we should be seeking.

### **Action: Cllr Mahon liaise with consultant to see about costs / actions etc and report back to the group**

Timeline of actions needed – what is coming up and what do we have to prepare for?

Involvement of Power for All – how will they lead discussions?

### **Date of Next Meeting**

Group will be guided by outcome of meeting with Cllr Mahon and Renee Wallace.