

## **South Molton Neighbourhood Plan – Draft Minutes of Steering Group Meeting held 6<sup>th</sup> March 2017**

**Chair – Matthew Bushell**

**Vice – Chair – Marc Cornelius**

**Present :** Maria Bailey (Advising Consultant), David Worden (District and Town Councillor), Matthew Bushell (Town Councillor), Mark Cornelius (Town Councillor), Tom Sparkes (Citizen), Peter Bishop (Citizen and Business Owner), Lyn Winter (Citizen), Steven Edwards (Exeter Road Developments Limited), Paula Hagley (Citizen), Pam Symons (Citizen), Art Symons (Citizen).

**Apologies:** Amy Littlejohns (Advising Consultant)

Peter Bright (Business Owner)

Richard Westcott (Citizen)

### **Introduction**

Chair welcomed everyone to the meeting especially the new faces around the table and explained the purpose of preparing a Neighbourhood Plan and where the Group were in the process.

### **Pannier Market Consultations**

Report back from events that it was a very worthwhile process with over 150 response forms received back to date.

4000 special Town council newsletters printed to be delivered to all households via the Gazette. Members of the Group also volunteered to distribute to shops, dentists etc.

Peter Bishop and Marc Cornelius were thanked for their hard work on producing such an excellent newsletter.

### **Questionnaire Responses Data Input**

Given the expected high level of response forms being received discussion took place on the best way to record and analyse the data. Marc Cornelius volunteered to look at the setting up of an Access database and other members of the Group volunteered to assist with the inputting process.

### **Any Other Business**

Concern was raised that the website was not being updated. Amy Littlejohns will liaise with the Town Council on this and also discuss access to the website for a Steering Group member to update when Emilia is unavailable.

There appears to be a lack of response coming back from the under 40 age group so Amy Littlejohns will contact the YMCA and the 3 local schools to offer a focus group approach to get the input from the younger generation.

Chair asked that thanks be recorded to the South Molton Business Association for championing the Neighbourhood Plan at their recent event.

Dates of Next Meeting

Monday 3<sup>rd</sup> April 6.45pm

Tuesday 2<sup>nd</sup> May 6.45pm