**Badwell Ash & Long Thurlow Neighbourhood Plan(NP) Zoom Steering Group Meeting Minutes Wednesday 22 November 2023**

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| **Attendees** | **Organisation** |
| Rachel Leggett (RL)  Peter Dixon (PD)  Joh Morgan (JM)  Katy Haylock (KH)  Steve Russell (SR)  Mark Tomkins (MT) | Rachel Legget & Associates  BA&LT Working Group  BA & LT Working Group  BA & LT Working Group  Badwell Ash & Long Thurlow Parish Council  BA & LT Working Group |
| **Agenda Item** | **Actions & Outcomes** |
| **1. Apologies and Sept 23 Minutes**- SR opened the meeting with minutes from September 2023 meeting, no outstanding actions remaining. | Steering Group Members Note: No new members have come forward. |
| **2. Appointment of Secretary**– There is an administration requirement for a Steering Group Secretary.  3**. Steering Group Progress on Character Appraisal Work -** MT advised of the work carried out in Long Thurlow (LT). This included photographs of the housing and of a housing by type database, and a written character appraisal of LT.  RL asked whether this could be shared with Steering Group Colleagues.    4. **Preparation for Consultation 1 Event –** RL outlined what would have to be planned for and included for the two Public Consultation Events in January 2024. These fell under broad headings such as Briefing, Publicity and use of the Place Check online Map.  Other NP have your say sessions have utilized effective use of Leaflet drops, Social Media, Movable Display Boards, Notebooks, Childrens Table at events, face to face with the Community. | **Outcome:** Due to the small numbers and time availability of all this role will be undertaken by the Chair in the short term. ( SR to carry out role)  **Action 1:** SR to provide copies of Steering Group minutes and ToRs to Dropbox and NP Folder on BA/LT Website.  **Action 2: MT** to update all on LT Character Appraisal Work. Written appraisal provided. **Competed 24/11/23**  **Note 1:** To all Steering Group Colleagues remainder of Character Appraisal work remains to be competed before 20th Jan 2024.  **Action 3: MT** to share housing database with colleagues. **Completed 25/11/23.**  **Action 4** – Re booking of Large Village Hall for 22nd Jan 2024. Completed Large Vhall for both events.  **Action 5:** MT to look at costings for Mobile Display Boards, Completed 23/11/23. Action on JM to ask if Historical Society have any Display Boards.  **Note 2**: SR to complete purchase action with PC for Display Boards. |
| 5. Update on Design Code & Housing Needs Assessment **-** RL explained the purpose of the Technical Support required.  6. Update on Data Profile Work – RL update on the work carried out by Emma Harrison (EH) and Andrea Long ( AL).  7. Date of Next meeting (DONM) is by Zoom on Monday 8th Jan 2024 at 1200 hours. | **Action 7:** SR to arrange Zoom call with AECOM to discuss and confirm Tech Support required.  **Completed 27/11/23** – Zoom Call with AECOM both Tech support packages will be provided with a site visit \*TBA for the Design Code work.  ***\*RL/SR/MT/Steering Group Members to attend***  AL Covered this work with AECOM at the zoom meeting on 27/11/23. The work will be used to inform/support the Tech Support Packages at Action 7.  All to Note |
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