



TAKELEY NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY, 14TH FEBRUARY 2023 AT 7PM
IN THE OLD SCHOOL COMMUNITY CENTRE

Present: Cllr Jackie Cheetham (Acting Chairman), Cllr Phill Bodsworth, Cllr Tricia Barber, Lori Flawn, Jean Johnson, Marilyn Sayers and Mike Letchford.

In attendance: Jackie Deane (Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received from Martin Peachey.

2. STEERING GROUP UPDATE

The group will need to elect a new Chairman and members were asked to consider who should be nominated.

3. VILLAGE SURVEY PROGRESS AND ACTIONS

a) Actions from the last meeting

Cllr Cheetham has liaised with her contact at MAG and the airport is keen to meet the Steering Group.

Action: Cllr Cheetham will arrange for a meeting for a MAG representative to attend a future meeting (in person or online), which could coincide with the public engagement on the resident questionnaire or in preparation for the business survey, which will be scheduled once resident feedback has been analysed.

Noted with thanks: Cllr Bodsworth has offered his company's services for printing the questionnaire for distribution.

Noted: Due to the pre-election period, the questionnaire preparation will have a target release date in May 2023.

b) Funding and Publicity

Potential grant funding could be available from MAG for work on the Neighbourhood Plan.

Action: Cllr Cheetham/Clerk to set up a meeting with Daniel Burford and to see if the grant application would be eligible.

Action: It was agreed that Cllrs Bodsworth and Cheetham would form a working group to identify appropriate grants and Cllr Bodsworth agreed to take responsibility for grant applications.

Action: Marilyn Sayers agreed to prepare press releases for the local newspapers. Publicity of the forthcoming questionnaire can be circulated prior to the elections and consider putting an article in the Dunmow Broadcast and the Stortford Independent.



TAKELEY NEIGHBOURHOOD PLAN STEERING GROUP

c) Online responses to the questionnaire

Cllr Bodsworth gave a briefing on the online application 'Jotform'. Members were able to access the template questionnaire by using a QR code.

Noted: Cllr Bodsworth was informed at a recent EALC training session that it was not necessary for every household to receive a paper copy of the questionnaire.

Action: At the next meeting, members should consider preparing a shortened leaflet to all residents, and to provide the full version on request.

Action: Cllr Bodsworth to advise on subscriptions costs for the software.

Action: Cllr Bodsworth to ask Ruth if she would be willing to assist residents in completing the online questionnaire, in the community café and at any other venue used for community awareness.

d) Changes to the questionnaire

There was a general discussion on the topics and layout and all questions were reviewed, with amendment identified.

Action: The Clerk agreed to send all amendments Cllr Bodsworth as soon as possible.

Action: Cllr Bodsworth to redesign the front page, to add the QR code and a logo to match the advert.

e) Advert for public awareness of the survey

Cllr Bodsworth agreed to work on a draft poster and consider logo options to adapt the Parish Council logo.

Action: Cllr Bodsworth to prepare a draft logo for consideration, to replace the Parish Council wording with 'Takeley Neighbourhood Plan' and add a stapline, 'Shaping the Future of Takeley' and changing the Essex swords on the logo for and image of fallow deer. It was also suggested that a generic multi-coloured 'hands up' logo should be included on the questionnaire and advert.

f) Items for the next meeting(s)

- To review the list of FAQs and how these should be displayed on the questionnaire, advert and online form.
- Review of draft advert
- Review of changes to the questionnaire
- Set a date for a public meeting
- Consider strategy for door-to-door delivery.
- Members to become representatives of a sector of the parish can consider recruiting a 'buddy' to assist with distribution and responding to resident queries.
- Consider locations for visits to outlying areas/'roadshows' using Cllr Bodsworth's vehicle
- Consider dates for drop-in sessions in the community café.



TAKELEY NEIGHBOURHOOD PLAN STEERING GROUP

- To consider how the group could incentivise residents to respond to the online survey.

4. DATE OF THE NEXT MEETING

It was agreed that members would meet briefly on **Tuesday, 28th February at 7pm**, to review the amendments to the questionnaire, draft advert, logo and FAQs.

A further meeting date was agreed – Tuesday 4th April at 7pm.

Meeting closed at 9pm.