

## Minutes WBNP SG Meeting No. 23

**Date: Monday 1<sup>st</sup> June 2020, 7.30pm**

**Venue: Videoconference meeting via Zoom**

**Present: Carol Cade (Chairman), Martin Thomas, Alex Swift, Debra Wilson, John Pritchard and Sally Kaill**

1. **Apologies for absence:** None
2. **Minutes of the last meetings held on SG21 (Monday, 6<sup>th</sup> April 2020) and SG22 (Monday, 4<sup>th</sup> May 2020):** These were **AGREED** as a correct record
3. **Matters arising from minutes:** None
4. **Town Council feedback:** None
5. **Funding:** It was **AGREED** that the prize awarded for the completion of the Community Questionnaire should be increased from £20 to £50. MT reported that he had prepared a budget for FY 2020/2021, and that this would enable a claim to be made to Locality for the unspent amount (£8,045.50) of their original grant (£9,000). The remaining expenditure would be covered by the allocation from the Town Council. (Details of this budget are contained in an email from MT to members dated 1<sup>st</sup> June 2020). It was **AGREED** that the annual subscription to Survey Monkey should be renewed by 7<sup>th</sup> October 2020.
6. **Consultation Strategy:** CC reported that she had email addresses of 262 persons who had agreed to receive emails about the Neighbourhood Plan, one of which caused an email to 'bounce back' and was incorrect. She would invite Hannah Webb to design eye-catching posters for display in noticeboards and in shop windows. DW will draft text for the Buxton Advertiser and Glossop Chronicle to use. JP will redraft the text relating to the strategic housing sites in the Neighbourhood Area that are in the High Peak Local Plan. MT will contact AECOM whose maps, rather than those of High Peak BC, were preferred for use within the Community Questionnaire over the matter of an Ordnance Survey Licence, and he will find out the 'lead time' that the selected printer will require. SK will co-ordinate the email addresses of people to avoid anyone receiving multiple invitations to complete the Community Questionnaire. It was **AGREED** that a decision on whether to undertake a Town Masterplan should be deferred until after the responses to the Community Questionnaire had been analysed.
7. **Timeline and Project Management:** It was **AGREED** that preparations should be carried out and completed to enable the Community Questionnaire to be launched no later than Tuesday, 30<sup>th</sup> June 2020. The Steering Group would meet on Monday, 15<sup>th</sup> June 2020 to review progress with the CQ with the intention of confirming that it should be launched.
8. **Steering Group Admin:** Nothing to report
9. **AOB:** CC will send members details of the maternity leave to be taken by the Consultant. It was **AGREED** that an envelope should be provided for the return of hard-copy Community Questionnaires.

**Date of next Meeting (SG24):** Monday, 6<sup>th</sup> July 2020 at 7.30pm

The Chairman closed the meeting at 8.50pm.