

<p style="text-align: center;"><b><u>HUNTINGDON TOWN COUNCIL</u></b></p> <p style="text-align: center;"><b><u>NEIGHBOURHOOD PLAN COMMITTEE</u></b></p>
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A meeting of the Neighbourhood Plan Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Monday 14<sup>th</sup> December 2015 at 6.00pm.

Present: Councillors A Blackwell; S Hassell; B Manning and T Sanderson (Chairman). Co-opted Members Celia Barden; Jay Dyne; James Fell; Angela Owen Smith; Jill Watkin Tavener and Bob Winter.

District & County Cllr Mike Shellens.

Absent: Councillors L George and P Kadewere.

17. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr T Forster.

18. **MINUTES**

Members had before them minutes of the Neighbourhood Plan Committee meeting held on 5<sup>th</sup> November 2015 (M2). It was proposed, seconded and

**RESOLVED** to approve the minutes and these were duly signed as a correct record by the Chairman.

19. **MEMBER CO-OPTION**

It was proposed, seconded and

**RESOLVED** to co-opt Bob Winter and Cllr Jay Dyne on to the Neighbourhood Plan Committee.

20. **PUBLIC ADDRESS**

There was none.

21. **REVIEW OF CHRISTMAS LIGHTS SWITCH ON STAND**

Members discussed the Neighbourhood Plan stand at the Christmas lights switch on. It was explained that there had been some interest in the stand, but interest died down throughout the day. One member noted that the stall was hard to see as the event got busier. 7 questionnaires were completed on the day, and around 50 were handed out for people to complete at home.

## 22. QUESTIONNAIRE ALTERATIONS

i) Members had before them copies of the Neighbourhood Plan questionnaire. Following the launch of the questionnaire, a number of improvements were suggested:

- Add an image to the top to make the questionnaire look more appealing
- Ward map is unclear – add link to larger version on website
- Q3b – replace ‘campsites’ with ‘historical attractions’
- Q4b – remove ‘please tick all that apply’ as question already specifies 3 answers should be ticked.
- Extend deadline for returning questionnaires
- Check legalities of collecting email addresses – potentially add disclaimer about use of personal information.

One Member noted that there was not much in the questionnaire to target young people. It was explained that there would potentially be a separate questionnaire targeted at young people, as well as working with local schools/youth groups on Neighbourhood Plan projects.

ii) Members were presented with a quote for professional printing of the questionnaire. It was noted that 2 further quotes would follow. Members agreed that questionnaires should be distributed to each household in Huntingdon, and it was proposed, seconded and

**RESOLVED** to get updated quotes for 10,000 copies of the questionnaire.

Members discussed other ideas for distributing the questionnaire, and it was suggested that as many venues as possible should be contacted to take copies of the questionnaire.

## 23. GRANT APPLICATION

Members had before them a report on the Neighbourhood Plan grant, outlining the available funding. Members were informed that any funding received would have to be spent before the end of the financial year. Therefore, it was suggested that an application should be submitted at the beginning of the next financial year, and it was proposed, seconded and

**RESOLVED** to do so.

## 24. NEXT STEPS

Members noted that this had already been covered in previous agenda items.

## 25. DATE & AGENDA OF THE NEXT MEETING

It was agreed to meet again in January 2016. The date of this meeting was TBC.

**CHAIRMAN**