

Thornbury Neighbourhood Plan Steering Group Minutes

Tuesday 26 November 2019, 7pm at Thornbury Town Hall

In attendance: Tricia Hillier (Chair), Margaret Pinder (Secretary)
Chris Griggs-Trevarthen Louise Powell (Town Clerk)
Alan Pinder Nancy North,
Cllr Shirley Holloway Mike Bennewitz
Cllr Clive Parkinson Felicity Harrison

Apologies: Katie Griggs-Trevarthen, Cllr Matt Stringer, Judith Dale, Gill Dunkley, Jill Diamond, Trevor Daniels, Cllr Maggie Tyrell

1. Minutes of last meeting were approved by the Chair. There were no formal matters arising but CP confirmed that two Town Council Committees had reviewed and approved the proposal in 3b. The tree-planting proposal would go to South Gloucestershire in January 2020. LP also confirmed that South Gloucestershire had approved a tree preservation order on trees on land to the north of Vilner Lane on 26 November 2019 (TPO.1056).
2. **Meeting of the communications group** – TH informed the steering group that they had had a good meeting with Lemon Gazelle to discuss the next phase of the process. The meeting resulted in a draft communications plan which had been circulated. Although no consultation can proceed until we know whether an SEA is required, it is possible to begin to prepare the materials for use in the Regulation 14 consultation. The group discussed the plan and agreed some proposals for additional actions – potentially to consult with some school pupils (Year 12 & 13) and to consider using local radio to promote the consultation. Other proposals included information postcards, beer mats and wrist bands. These will all be explored. It was agreed to try to produce some short videos which can be used on social media and the website to gain interest in the plan during the consultation period. C G-T, AP, MB and NN formed a sub-group to produce the material. One action on the Communications Action Plan had been completed – the talking points document. This was agreed to be the document to be used to produce all the press releases, social media and website posts so that we did not attempt to precis the actual plan. It was agreed that we would ask Lemon Gazelle for costings to produce the online survey and complete its analysis. The communications action plan was updated and is attached to these minutes. Timescales to be reviewed at the next meeting when we have the results of South Gloucestershire screening process – expected end November 2019.
3. **Date of Next Meetings (Note additional meeting in January for those who can make it)**

Tuesdays, 7pm Town Hall

17/12/19	26/5/20
14/1/20	30/6/20
28/1/20	18/8/20
25/2/20	15/9/20
10/3/20	3/11/20
21/4/20	15/12/20

Meeting concluded at 8.25pm

Communications Action Plan November 2019

	Medium	Action	Lead	Timescale
1	Consultees	<ul style="list-style-type: none"> Agree list of who to consult with (including email addresses) List of Regulation 15 consultees 	LP (updated by all by email)	
2	Social media	<ul style="list-style-type: none"> Post series of events (SpottedinThornbury/ Facebook, Twitter. Agree sequence. Create content including pictures, videos, text. Agree sequencing 	CGT, NN, MB	
3	Press releases	<ul style="list-style-type: none"> Draft content for a planned series of press releases to local magazines (The Voice, BS35, Thornbury Magazine, Gazette, MyThornbury etc). Local Radio Agree sequence 	NN DB LP	
4	Talking point document	<ul style="list-style-type: none"> Draw out the benefits from the Plan. Detail the key things that the Plan addresses, key talking points and then direct to online Plan to read more (do not summarise Plan). 	MP	completed
5	Final Neighbourhood Plan	<ul style="list-style-type: none"> Put on website when we have confirmation that SEA not required Produce paper copies. 	MB Town Hall	
6	Exhibitions Town Hall, Library, Armstrong Hall.	<ul style="list-style-type: none"> Produce posters, pictures, telling the Plan development story in pictures and text, large copies of plans and maps, Mike's photography 	AP MP	
7	Mini exhibition	<ul style="list-style-type: none"> Posters, pictures. Reference back to Town Hall for more information 	AP, MP, DB	
8	Street Stalls	<ul style="list-style-type: none"> Identify relevant events and agree attendance and content 	LP, MP	
9	Website	<ul style="list-style-type: none"> Post regular updates, remove out of date info 	MB	
10	Widening consultation	<ul style="list-style-type: none"> Review the list of how well we engaged during previous consultation and try to target – young people? 	NN (re Castle School) ?	
11	Online survey	<ul style="list-style-type: none"> Draft survey for online use and paper copy version 	LG (TBC)	
12	Feedback forms	<ul style="list-style-type: none"> Draft forms to gather feedback as part of online survey and with paper copies. Consider how to help those that cannot complete the feedback themselves. 	LG	