**Market Drayton Neighbourhood Plan Steering Group Meeting Notes**

**Date of Meeting:** Wednesday 20th January 2016

**Venue:** Town Council Offices

**Attendees:** Richard Priestley (Chair), Cllr Roger Hughes, Peter Wilson, Hamish Armytage (Drayton Messenger), Nicola Fisher, Julie Jones (Town Clerk), John Knight (Loggerheads PC), Chris Gooding (Data Orchard), Melanie Joyce (Adderley Parish Clerk, Chair Morton Say PC), Alistair Duncan (Halletec), Peter Eardley (Norton-in-Hales PC), Val Brown (Moreton Say PC)

1. **Apologies:** none received
2. **Matters arising from previous meeting notes:** None
3. **Additional actions & activities re the NHOOD plan since last meeting:**

The following were **noted:**

* Feedback from the Neighbourhood Plan stall at the Festival of Lights Event on Saturday 21st November 2015 suggested that the majority of the population were aware of the Neighbourhood Plan and had received survey forms via the Drayton Messenger. Concerns were raised that some areas had not received a copy of the Messenger but investigations indicated that this was not the case.
* Awareness sessions have been held at Festival Drayton and further sessions are planned at key locations e.g. Morrisons Supermarket.
* Steering Group members supported by North Shropshire Community Enablement Officers attended an over 60s Club meeting on the 7th January 2016 at Festival Drayton and provided assistance and guidance on completing Survey Forms.
* Following the success of a Skate Board Park Survey for the Town Council, Grove School students are producing their own Neighbourhood Plan survey as a result of a meeting held on 12th January 2016 with SG members. It was also hoped to communicate with parents via students assuming this is sanctioned by the Grove School Head.
* **MJ** proposed NP leaflet drops at other schools to reach parents.
1. **Neighbourhood Plan Survey Closing date:**

It was **agreed** that this should be extended to 12th February 2016 to allow Grove School students and other groups’ time to complete the survey.

1. **Further publicity**

**RP agreed** toapproach Radio Shropshire for further publicity and to take advantage of the extended closing date more generally to encourage take up

**RH agreed** to follow up with Mike Smith/Malcolm Denham re Facebook publicity of the survey

1. **Website Pages**

**JJ advised** that the new Town Council website was now in place and that a meeting was scheduled for Friday 22nd January 2016 with the web designer to populate the NHOOD Plan pages.

1. **MD Bus Service Consultation**

It was **agreed** to incorporate the outcome of this consultation within the NHOOD Plan Evidence base.

1. **Data Analysis Report – Data Orchard**

**CG confirmed** thatcirca 600 surveys had been returned to date and although quite a low return in view of the numbers of surveys distributed , it was not felt to be critical as long as the Inspector is satisfied that Consultation and Engagement had been widespread which was felt to be amply exemplified by the action taken and continuing .

It was anticipated that the Survey report would be available in the latter part of March 2016 and would be in the form of Charts, Tables and supporting text. From this, it would be necessary to identify key issues before translating into a first draft.

**JK** enquired as to the availability of data to support Loggerheads NHOOD Plan and vice versa which was confirmed to be in the public domain so should present no problems with regard to access.

**CG distributed** ahard copy of Survey Question 5a text responses to the meeting as an example of early data broken down into ‘Agree’ ‘Disagree’ and ‘Conditional’ noting that it was still in a raw context and not yet corrected .

A power point presentation showed raw data for the 479 questionnaires processed so far.  The data came with a strong health warning as a great deal of further manipulation and refining was needed before producing a final report. Some of the highlights were pointed out and included positive feedback towards a Marina and evenly mixed feedback with regards to the Greenfields site question with a good response to the Business section of the survey. Where free-text answers were given, they had been converted to Word Clouds to give a flavour of the responses.

1. **Timeline of action etc**

**CG agreed** to :

* recast the Plan Project Activities sheet to bring completion date forward toJan – Apr 2017
* formally approach Shropshire Council re-Assessments

**RP suggested** that activities 14-22 should be discussed in detail and hopefully the necessary action identified and broken down into themes / silos/ bite size chunks .

1. **RP** thanked all for their input before closing the meeting.
2. **Dates of next meetings:**
3. **Wednesday 24th February 2016 – 2.00pm in the Town Council Chamber**
* To review and understand MDN Plan Project Activities 14-22 (revised copy attached)
* To receive Survey Report from Grove School Students (circa 3.30pm)
1. **Wednesday 23rd March 2016 – 12.00pm in the Town Council Chamber**
* To review and work through the Data analysis report of the Survey