

# Sandy Neighbourhood Plan Steering Group

Thursday 11 July 2024 at 7.30pm

Sandy Town Council Chamber, 10 Cambridge Road, Sandy

## Minutes

**Present:** Rob Baker, Briony Blackley, Anne Elliott-Flockhart, Jennifer Ivanciu - Wilkinson, Joanna Hewitt (Chair), Ruth Lock, Nick Thompson and Chris Patterson

**Apologies:** Nigel Aldis, Richard Barlow, Arnie Gilpin and Anthony Lock.

### 1. NP Progress

The NP has been adopted by Sandy Town Council.

Suzanne has gone through the plan to ensure continuity.

#### Documents that we need to check:

- Neighbourhood Plan
- Consultation document

#### External documents that we don't need to check:

- Travel & Transport Consultation
- Green Infrastructure Plan
- Design Guide
- Sandye Place Master plan

Joanna would like an idea of how many pages there are in all the documents so we can budget for printing. **Joanna** will see if Lion Press will sponsor the plan or at least give a discount for the printing.

We also need to figure out how many copies we need. We will have two static venues, the Town Council and the Library, where the plan will be on display for the whole six weeks of the consultation.

The other places we will have displays are the Village Hall, Maple Tree Primary and Beeston Methodist. There was some discussion as to whether these

should be static displays for two weeks at a time and if so, which order would we do them. We also discussed the problems with manning these displays. It was felt that they wouldn't need manning all the time. But we would have some days or attend some events where group members would be available for the public to talk to and discuss the plan. In conclusion we felt that we would need three sets of the documents, one for the library, one for the council offices and one for the other venues. We also need one set of the documents in large print.

**Joanna** will check with Maple Tree and the Village Hall. **Richard** to check the availability of Beeston Methodist.

We can potentially attend the following events:

31 August – The Sandy Horticultural Show

14 September – The Skate jam

22 September – The Autumn Market

The plan will also be available online.

We will aim to start the consultation on **19 August** which would then end on **27 September**.

We need to do a poster with dates, venues and links to the online plan and response form.

There are specific people we need to inform. **Chris** will produce a list.

Sally has given us a template to use in the covering letter/email.

Nigel had already spoken to the Post Office regarding delivering letters about the plan to every household. He discovered that Sandy has two postcodes – SG19 1 and SG19 2, although SG19 2 also covers Tempsford. We had already decided to hand deliver to Fallowfield and Ivel Park due to this issue. We need to check the price with the Post Office and how long in advance we need to book this.

We can also pay for targeted advertising on Facebook. **Rob** had looked into this previously and it wasn't too expensive. He will check the current prices. **Briony** mentioned creating social assets, she will work with Rob on this.

Once the consultation is finished, we will have time to make any amendments, then it will go to an external examiner for checking before going to

referendum. Central Bedfordshire Council organise the Referendum. We need a percentage of people to attend the referendum for it to go through, **Chris** will check the figures for this.

We discussed the questions for the response form, these are what we had come up with:

1. Do you approve of the NP?
2. Do you have any concerns, if so in which section of the plan?
3. Do you think there is anything missing?

**Chris** will send to **Briony** for checking.

We will use Google forms for the response form, but we can print off some hard copies, we will need a box for them to be posted in.

We also need to advertise the collection points for forms on the letters.

The online responses will need to be categorised as they come in, the hard part will be entering the text for handwritten responses. It was suggested that we can see if anyone who signed up to volunteer at the carnival could do this.

**Nick** will randomly check the responses to check they have been entered correctly.

Someone asked if there was a timeframe from the end of consultation and submitting to CBC so we can make any necessary changes. It was thought not.

We discussed the cover for the plan, but it was felt that the one used temporarily will be sufficient. We discussed the need for more pictures but it was decided that we can use pictures in the display to stop the plan from getting too expensive to print.

Someone asked if CBC need a hard copy of the plan or just a PDF version.

We also wondered if the plans should be glossy or non-glossy at this stage, we do have funding for printing. It was decided to ask Sally what is best.

Rob has almost finished making the necessary changes.

## **2. Date and Time of Next Meeting**

Thursday 1 August at 7.30pm at the Town Council Offices.

