



STEERING GROUP MEETING

THURSDAY, 16th JANUARY 2025 AT 13:00 AT THE WHITE HOUSE

PRESENT: 9 Members of the Steering Group were in attendance.

1. APOLOGIES

A number of apologies were noted.

The meeting noted that Lydia Kunaka-Steamer had formally resigned and stepped down from the Steering Group. She was thanked for her contribution.

2. ELECTION OF VICE CHAIR

Deferred.

3. NOTES OF PREVIOUS MEETING

The following updates from the previous meeting held on 14th November 2024 were noted:

- The OS Addressbase Data had now been secured and was currently being updated with relevant information;
- The tracking of various tasks spreadsheet was in the process of being completed. Noted that it was a work in progress.

4. TASK TEAM UPDATES

To receive initial updates from the Task Teams:

- Task Team Meeting – 19th December 2024. Noted.
- Design – Fiona Garden
Work continued to develop a cultural zone in the town centre. Various applications were being developed and would be submitted to try to attract additional funding.
- Build Environment – James Patterson-Watson
The Team did not have a meeting in December. No volunteers had come forward to undertake individual Tasks. Advice on how the other Teams were addressing this was sought as there was a worry that the January deadline for input was going to be missed.

- Transport – Marion Carter
Not much to report. A memo had been drafted to send to the various train, bus, car share and other transport initiatives. This had not been sent out as yet but was a work in progress.
- Community Facilities – Zoe Shaw
No update available.
- Communications – Andrea Kidd
Noted that Andrea has had to step down from the Lead role. The website was in the process of being developed by ONH and the informal engagement was still scheduled to commence on 17th March 2025.

Action: Jake would be updating the Tasks spreadsheet.

At present there was not a template letter in place to send to landowners informing them of the status of the Neighbourhood Plan as it would help support communications. **Action: It was agreed to draft a template letter.**

Action: With regard to inviting people to become involved in the work of the Task Teams this would be positively encouraged. It was requested that the additional names be shared with Jake and Paul.

Action: Agreed to contact CBC regarding the Call for Sites including Brownfield sites.

5. TECHNICAL SUPPORT

- (a) **Town Centre Masterplan** – Update noted.
- (b) **Housing Need Reports** – Nearly completed. Final version would be sent to relevant Task Team and SG for review and comment.
- (c) **Technical Support Package** – Noted this had been secured.

Leah had discussed the Viability Technical Package with AECOM and it was hoped that this would be pushed forward in line with the completion of the Town Centre Masterplan work.

Action: Leah to contact Mark Saccoccio for viability and other relevant information required.

A scoping report for the SEA was currently being drafted to accompany the Reg 14 Plan submission.

6. GREEN & BLUE INFRASTRUCTURE PLAN

Mr Jon Balaam, Greensands Trust, presented an overview of work undertaken to date and indicated that he was very keen to tie in with the Neighbourhood Plan process as the Green and Blue Infrastructure Strategy became more valuable as part of a Neighbourhood Plan. Slides of the presentation would be sent out to the Steering Group.

Action: Jon was willing to share information regarding historic environment. He would be commissioning some work on this in the near future and would share the outcome.

7. INFORMAL ENGAGEMENT

The informal engagement was a good opportunity to test draft policies with the public. The more information that can be provided the more helpful it will be.

Action: Organise an online survey via the website to encourage comments related to the different policy areas being developed. The launch of this would be at the Town's Annual Meeting.

Delivery of the informal engagement:

- Organise different activities at different times to ensure as wide a reach re engagement;
- Go to the people, do not expect them to come to you;
- Focus on schools, care homes etc;
- Presentation material would be required;
- Potentially start with an activity first to engage the audience so that they can have their say and contribute meaningfully;
- Utilise social media platforms;
- Use the market to get the message out;
- Consider children's events over Easter to engage the community;
- Land South tours to be organised;
- Suggested QR codes posted throughout the town to enable people to engage with the survey.

8. WEBSITE

This was close to completion. The SG needed to agree when to publish it and remove the password.

Action: It was requested that previous consultation material be collated so that it can be used.

9. RESOURCES DATABASE

The OS addressbase spreadsheet had been secured as previously indicated. There were 935 commercial properties in Leighton Linlade. Jake agreed to circulate the link.

10. NEXT MEETING DATES

- Thursday 13th February 2025 at 13:00hrs – A number of apologies were presented and it was agreed to ask for suggestions of an alternative date.
- Thursday 13th March 2025 at 13:00hrs
- Thursday 10th April 2025 at 13:00hrs

11. ANY OTHER UPDATES

It was agreed to add Creative Enterprise Zone to the next agenda.

The meeting closed at 14:30

