



**ALTON NEIGHBOURHOOD PLAN STEERING GROUP
INCEPTION MEETING NOTES
WEDNESDAY 15TH FEBRUARY 2023**

In attendance: Councillor Graham Titterington (GT), Mike Heelis (MH), David Allan (DA), Leah Coney – Town Clerk (LC)

- **Charter / Terms of Reference.** DA and MH advised on how the original ANP was organised, including explaining the stages of public consultation, meeting frequency and policy writing to help LC in the drafting of the Terms of Reference, which will be prepared before the next meeting.
- **Meeting Schedule.** Agreed as every two weeks Wednesdays 2 – 4pm.
Consultants (O'Neill Homer) and EHDC Planning Policy (Adam Harvey and Jenny Wood) to be invited to every other meeting (every four weeks)
- **Steering Group Membership**
Chair - Mike Heelis MBE
Vice Chair – David Allan MBE
Core Group to consist of Chair, Vice Chair, 1 x Town Councillor (currently GT) and Town Clerk
Wider Group to consist of core group plus 8 – 10 Subject area “Champions”, one EHDC Councillor and EHDC officers
LC to approach potential champion for High Street and volunteers to assist with social media/communications
MH to send an introductory email/invite to suggested subject area champions
Post Local Council elections review Town Councillor Membership to include two councillors.
LC to arrange Neighbourhood Plan training with Leani for new Councillors in May prior to new councillors joining the group.
- **Communications.** Initial Press Release digital Altonian end February. Follow up press release including dates of first public consultation to be included in the paper Altonian for distribution to 15,000 homes mid April. Proposed date for Neighbourhood Plan Kick Off consultation 19th and 20th May at the Assembly Rooms – LC to check availability and book.

- **Social Media/Technology** – dedicated page for ANP on Facebook and Instagram, with new logo. On-line surveys through Survey Monkey. LC suggested potentially using instant on-line polling for key stakeholder engagement sessions.
- **Funding update** Locality funding for £4,400 secured for consultancy work to 31st March 2023. A further application will be submitted if Locality funding extends into FY 2023/24 Neighbourhood CIL secured via Town Council for up to £25,000 as needed.
- **Project Administration.** LC to be main administrative support and lead officer. Consultants to be asked for option to provide cloud storage for project files, if not, drop box will be used.
- **Project Plan** LC to prepare. Current timetable to aim for Reg 14 December 2023 but to remain flexible dependent upon EHDC Reg 18 Part II consultation. Ideally to run together if possible.
- **Current Workstreams**
 - a) *AECOM Technical Packages – Environmental Assessment, Design Coding and Housing Needs Assessment* – all requested.
 - b) *Alton Transport Study* – ready to submit to HCC. Thanks to DA for writing the initial paper for HCC.
 - c) *Compilation of policy documents.* LC to create a folder and details of all available Local Plan related strategic documents to ensure up to date evidence base for ANP
- **Date of next meeting** Wednesday 22nd February 1.30 pm – 3.30pm with Leani to review existing policies (except site allocations)