



**ALTON NEIGHBOURHOOD PLAN STEERING GROUP
MEETING NOTES
WEDNESDAY 3rd MAY 2023 2PM**

In attendance:

Chair Mike Heelis (MH),
Deputy-Chair David Allan (DA),
Councillor Graham Titterington (GT)
Leah Coney – Town Clerk (LC)

1) Steering Group Membership update.

MH hoping to meet with Paul Fitzgibbon to chat in advance of Paul joining the group. LC noted she had met with Charles Kaye regarding action points for healthcare.

It was noted that post 19th/20th May the wider group will have more involvement and input once the public have given a steer. A balance will need to be maintained between making sure they are included in the workstreams but not over-burdening.

2) Action Plan Updates –

i) response to AECOM design coding – LC to submit comments back to Jessie following the site visit and follow up email. MH & DA have prepared detailed presentation of new developments which will be included.

ii) response to AECOM SEA Scoping Report – LC to submit comments from DA .

iii) Town Centre Masterplanning concept – group confirmed they would be interested in commissioning this work – LC to confirm back to Jessie at AECOM

iv) Education update/ early years provision (HCC/EHDC) – LC confirmed she and PJ had met with Francesca at HCC education, LC to write up notes. LC has now made contact with EHDC (Heather Stevens) and HCC early years provision (Sheila Sahota) to take forward this work stream

v) Healthcare. LC met with Charles Kaye to discuss action points LC to prepare letter for MH to sign to allow Charles to progress with the authority of the group. LC has contacted Andrew Swinney (Transformation Lead) to connect with Charles and others in Primary Care, to look to meet and have a forum session to assist with evidence gathering.

vi) Sustainable Transport. Map from LH pending.

3) Kick Off Session preparations and updates.

- Publicity. – MH will record next week for Wey Valley Radio. Bus stop shelter posters have been displayed, there will be a full page add in the digital Altonian. It was suggested a paid advert Herald (LC to arrange)
 - Mapping – LAA map from OH has been printed A0, A3 table to accompany and A1 NP boundary map has also been printed.
 - Delivery of AS boards to ATC for preparation. Being arranged with Bob Booker
 - Content of presentation boards – the group reviewed the slide pack prepared by MH, LC to tidy presentation and print ready to put on boards on 17th May.
 - Booking in system/email updates and GDPR. Google form will be used to log name, postcode, email address if they wish to be kept updated (tick privacy box). Notice stating how to complete form to be placed at booking in desk. LC to try and source extra i-Pads. Post-it notes to be given out to people on arrival for use on the boards and separate desk with A5 cards and drop box for those wishing to make more expansive comments. Town Hall staff to open up Assembly Rooms Friday 9.00am sign keys out to MH/DA for returning to Town Hall staff after the event.
 - Video loop for session
- 4) Continued Review of ANP2 Action Points – LC undertook initial review of remaining actions, group to read through and comment.
- 5) Dates of next meeting 17th May (consultants and LPA)

Meeting closed at 4.00pm