



Houghton Regis Neighbourhood Plan

Notes from the Neighbourhood Plan Steering Group Meeting: 5th August 2019 held at 6.30pm

Attendees: Cllr D Abbott (DA); Christine Clavey (CC); Cllr Mrs S Goodchild (SG); Sally Gray (SGr); Cllr Ms S Thorne (ST); Cllr T Welch – Vice-Chair (TW); Tracy Plunkett (TP); Carol Butler (CB); Neil Fearn (NF).

Also present: Debbie Marsh (Corporate Services Manager- DM).

- 1) Apologies** were received from David Gibbons (Chair) and Alan Winter.
Cllr T Welch chaired the meeting in the absence of the Chair.
- 2) Declarations of Interest** – SG (Houghton Helper Volunteer); ST (Houghton Helper Volunteer); CB (Houghton Helpers Committee Member)
- 3) Tender** – Members were advised that contact had been made with BRCC who were more than willing to attend a future meeting of the Steering Group to discuss what support they could offer in respect of the regulation 14 consultation and to go through the quotation provided.

Discussions took place on the consultation itself. Member agreed the following:

- Cash incentive for completing online surveys
- Ensure businesses are consulted as well as stakeholders
- Quantity and timing of drop-in sessions.
- Refreshments
- Venues for drop-in sessions
- Flyer needs proof reading prior to being distributed
- Consultation boards and locations
- Easy read versions of the plan
- Attendance at a Town Council event
- Full colour versions of the plan