

OPEN SESSION: There was one member of public present, who did not wish to speak.

MINUTES OF THE TOWN PLAN CO-ORDINATING COMMITTEE

Held on Thursday 19th January 2006 at 10.00am

PRESENT: Cllr B H Terry (Chairman)
Cllr N J Chard
Cllr N G R Clarke
Cllr D E Cracknell
Cllr M F J Daly
Cllr L C Ford

IN ATTENDANCE: Terry Simpson, Town Clerk
Jo Stannard, Deputy Town Clerk
Ros Bowles, Project Officer
Cllr M H Thierry

T/0011 APOLOGIES

All members were present.

T/0012 DECLARATIONS OF INTEREST

There were none.

T/0013 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 22nd December 2005, having been previously circulated, be agreed and signed as a correct record.

T/0014 SNAPSHOT

The Project Officer circulated a draft Snapshot (*Annex 'A'*), which contained factual data about the town. It was noted that this document was in the early stages of preparation and any comments, queries or amendments would be welcome.

RESOLVED: That the draft Snapshot be noted and that all members respond to the Project Officer with any comments and/or amendments.

T/0015 BUDGET

The Project Officer circulated a draft Project Budget (*Annex 'B'*), outlining estimated costs for publicity, events and training. It was noted that costs would be dependent on how each of the topic groups decided to proceed.

RESOLVED: That the draft Project Budget be noted.

T/0016
PARTNERSHIP STEERING GROUP

The Town Clerk reminded members that they should be looking to invite eight or nine representatives of the community to serve on the Steering Group. These representatives should have some standing in the community and have the ability and contacts to enable them to bring other people into the topic groups. He added that, in order to gain access to funding, it was important to involve as many people from the town as possible, and therefore the Council must not be overrepresented.

Members were asked if they had any thoughts on representatives for each of their topic groups.

Cllr Daly (Social and Community) and Cllr Chard (Transport and Accessibility) had no suggestions as yet. Cllr Ford (Environment) suggested Rowan Brockhurst and Frank Cloak. Cllr Clarke was considering splitting the Economy topic group into three or four sub-groups. He recommended John Grant and Peter Gray and said that there was also a need to involve the local schools as, between them, they could be considered as one of the largest employers in the town. Cllr Cracknell (Children and Young Persons) was considering Damian Haywood, the Deputy Head at Ringwood School, two sixth form students, Nicki Wood and Roz Bradbury from the Hampshire Children and Families Forum.

RESOLVED: That members speak informally to possible candidates to join the Partnership Steering Group and agree at the next meeting whom to invite to serve on the Group.

T/0017
DISSEMINATION OF INFORMATION

The Town Clerk informed members that they should all have copies of the New Forest Community Planning Guide and the Healthcheck Handbook. He said that publicity would be largely dependent on the topic groups. However, initially, there was a need to make the public aware of the project and it was suggested that an A3 double-sided leaflet be distributed with the first Town Council newsletter via the Post Office. This would ensure that the information reached all households in the town and surrounding areas.

It was suggested that a launch event be held as soon as possible to begin the process of getting the public interested and involved. After some consideration, it was agreed that a stand be set up near the Visitor Information Centre on the opening day of Sainsbury as this event would be well advertised and it may be possible to issue some joint publicity.

At the invitation of the Chairman, Cllr Thierry spoke of his concerns about the Snapshot. He said that it only appeared to include information on the town centre, and not on the parish of Ringwood. He said that this would appear confusing to residents who would be told that the whole town, and surrounding areas, would be included in the project. The project officer replied that the document was in a draft form and, when finished, would include information on the whole parish. In the meantime, she would welcome comments and corrections from members.

RESOLVED:

- 1) That an A3 double-sided leaflet be produced, to be circulated via the Post Office with the first Town Council Newsletter.
- 2) That a launch event be held on Thursday 16th February, with a manned stand set up outside the Visitor Information Centre.
- 3) That suitable banners and leaflets be produced for the launch event.

T/0018
TOPIC GROUPS

It was noted that this item had been covered under the two previous agenda items.

T/0019
CROSS BOUNDARY WORKING

The Town Clerk reported that a meeting had been held with New Forest and East Dorset District Councils and Hampshire and Dorset County Councils to discuss the subject of cross-boundary working. This was felt to be an important part of the project as Ringwood provides many facilities for residents of several villages across the county boundary. It had been agreed that the Project Officer would exchange information with her colleagues in Dorset, especially as there would be a need to involve Dorset residents in some of the topic group meetings.

RESOLVED: That this information be noted.

T/0020
TRAINING

The Deputy Town Clerk reported that there were two training providers who would be able to deliver a course to cover topics such as chairing community meetings, engaging with the public, communication and presentation skills.

Some members felt that they all had a different way of interacting with the public and this was something that they did not require training in. Others felt that it would be very useful for their techniques to be observed and to be given some honest feedback.

It was agreed that a workshop be arranged to enable members to get the most out of public meetings and to discuss techniques to enable that to be achieved.

RESOLVED: That a workshop be arranged for members of the Committee to assist them in getting the most out of public meetings.

T/0021
DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Committee be held at 2.00pm on 13th February 2006.

T/0022
URGENT BUSINESS

There was none.

The Chairman closed the meeting at 11.08am.