

**NDP Steering Group**

**Friday 20th November 7pm**

**In Attendance by Zoom –** HM, TR, CD, BC, CM, JE, DI.

**Apologies -** CW

1. Website – the website has now been updated and contains most of the relevant material. The steering group noted the work involved in getting it updated.
2. FAQs – Everyone agreed it was a good idea to have this available. The draft produced by Chris was reviewed and a number of changes agreed. **HM to amend the text and circulate for comment. Comments to be given as soon as possible in order to get the FAQs on the website before the next public meeting**
3. Settlement Boundary – It is clear that there will be a number of issues raised about the boundaries during the consultation. The steering group is committed to having as much information as possible to help them in the decision making process. It was agreed that JE (subject to funding) be asked to undertake an options appraisal of the settlement boundaries before our decision making meeting in January. We will also need to create a decision making framework in order to reach a conclusion.
4. Events log – it was agreed to extend the events log to include the following: date of residents’ survey, business survey , zoom meetings. **ALL please confirm date of residents’ survey, BC/DI can you confirm date of business survey. ?I suggest we also include dates of PPC meetings given it was a standing item. If you agree to this CM can you provide these dates. Once all dates are sent HM to forward to SG for inclusion**
5. Printing – Thanks to DI for printing a whole document which has been delivered to a resident. We now need to get an additional 3 printed. The arrangements made for this have not taken place and the steering group decided to get this printing done professionally in addition to some extra copies of the executive summary subject to affordability
6. Go – Collaborate – A discussion took place regarding some of the teething problems we have experienced. A lot of these seem to have been resolved now. We considered if it was worth continuing with the platform despite low numbers that have used it for feedback. Following discussion it was agreed to continue and to promote it further on our website as well as the other additional consultation options we have introduced for people
7. Zoom – there have been requests for the recorded meetings to be made public on website and for transcripts for the meeting. The steering group considered this and determined to continue as we currently do. The issues that were taken into account were: lack of resources to create transcripts, no controls available as to where the zoom might be shared and the group also believed that having the meetings on website could hinder the nature of the discussion. The group agreed that we would continue to record in order to ensure that all of the content of the issues is captured and that this information would be conveyed on the website in the same way as the other two.
8. Feedback and concerns being raised – This is being gathered by CM and GoCollaborate. CM is keen that all of the group are up to speed with the issues being raised and has agreed to send regular updates . The group thanked CM for this.
9. **Meetings it was agreed that we needed to have quick update meetings on a weekly basis . Proposed dates listed below all at 6.30. 30/11, 7/12, 14/12 and 21/12**