

## Elstree and Borehamwood Neighbourhood Plan

### Steering Group Meeting 4

Wednesday 14 September 2022

#### Minutes

##### Attendees:

- Cllr Clive Butchins
- Ilana Gershlick
- Cllr Rebecca Challis
- Norman Shuker
- Andrew Grady
- Andrew Lewis
- Ann Goddard
- Dan Smith
- Suzanne Alford
- Alison Eardley (Consultant)

#### 1. Community engagement – towards vision and objectives

The first step is to try and encourage as many people to complete the online/paper survey as possible.

##### Surveys:

- Community survey - has been placed in the Town Crier, with extended deadline. Collection boxes also in place. The online version of the survey is available to fill in. Spare paper copies are available from the TC offices.  
**Action 1:** Agree to continue to keep the survey open to end November, to try and maximise results.  
**Action 2:** AE to design posters to be printed and group to distribute around the area.
- Youth Survey:  
**Action 4:** AE has sent the draft Youth Survey to the Youth Council for comment. Expecting comments back 27 September.
- Business Survey:  
**Action 5:** AE to finalise following group's comments and make survey live.  
**Action 6** CB to distribute to mailing list  
**Action 7:** All to post the link to the survey on local FB groups (business related)

##### Website / social media

The website is now live.

**Action 8:** There is an issue with the URL, which AG is addressing.

**Action 9:** AE to move the survey links to the top of the page and generally add more information as and when.

Facebook page is also live. **Action 3:** Those with FB to 'friend' Andy and we will push out messages via social media.

### **Engagement plan**

**Action 10:** AE to finalise the spreadsheet and prepare draft email text for those responsible for a particular group to contact. The aim will be to:

- Spread the word about the fact that we are doing a neighbourhood plan
- Encourage groups locally to share this information (and links to the website) with their membership
- Encourage individuals to complete the survey
- Agree to meet with groups as necessary to discuss their views on the future of the area (using the survey questions as a basis).

### **Topics to be considered in the Plan**

(Housing, Design and Heritage; Environment and green spaces; community facilities; getting around; local economy and business)

- Identify a lead for each topic and being collating information
- Housing: Commission a Local Housing Needs study to understand local housing needs
- Design: Design Guidance and Codes for the area – overview and next steps
- Heritage: Speak to local groups (see spreadsheet) to start gaining insight on potential assets not currently safeguarded.
- Environment and Green Space: commission a report from the Herts Biodiversity Records Centre on species and biodiversity opportunity areas in the area

**Action 11:** AE to start progressing (for each topic) potential sources of evidence that we can draw upon

## **2. Mapping for the neighbourhood plan / Shared drive to store information**

**Action 12:** CB and AE to discuss how AE can gain access to the OS mapping.

**Action 13:** AG / CB/ AE to finalise the shared drive.

## **3. Date and time of next meeting**

**Wednesday 19<sup>th</sup> October, 7pm (likely Zoom tbc)**