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**Councillor (only) Members of the
Neighbourhood Development Plan
Steering Group.**

**Monday 29th July 2024 at 7.00 p.m.
in MakeSpace, Riverside Terrace, Keynsham**

NDP Steering Group members: Councillors M Burton, C Davis, C Fricker, A Greenfield and H MacFie

Agenda

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST/DISPENSATIONS**
To receive Declarations of Interest/Dispensations.
3. **CONFIRMATION OF NOTES OF THE NDP STEERING GROUP OF 20th May 2024 (Attached)**

RECOMMENDED:

To confirm the Notes of the NDP Steering Group meeting of 20th May 2024.

4. NDP RESIDENTS CONSULTATION

RECOMMENDED:

- a) *To receive an update on the NDP Consultation that runs until Friday 16th August 2024.*
- b) *To decide whether to extend the deadline due to the slow launch as a result of the election.*
- c) *To note that an article regarding the Resident's Survey together with the QR code will be in Keynsham Voice that is delivered to every household and is also online via The Week In.*
- d) *To note that all of the drop in NDP Residents' consultation help sessions have now been completed. However, a further stall has been booked at the Farmers Market on Saturday 10th August 2024.*

Staff are also currently arranging a couple of drop-in sessions in the foyer of the Leisure Centre (dates to be advised) together with additional outdoor sessions handing out and giving online details for the survey outside the Library.

- e) *Councillors promote the consultation to family, friends and complete the survey themselves as residents (copies of the consultation document and QR code slips are available in the Town Council office).*
- f) *Make a decision in respect of collating the hard copy data (Clerk verbal information to be provided).*

5. BUSINESS SURVEY

To note that the Clerk has only received back one pilot consultation document despite chasing Companies. The original date for launch of the consultation was delayed due to the Election and launch of the Residents Survey.

RECOMMENDED:

- (i) *That a new launch date is agreed (the Clerk suggests that this is after the closure date of the Residents' Consultation).*
- (ii) *That a new closure date is agreed for this consultation.*

- (iii) *That a decision is made in respect of the number of hard copy consultations to be printed. Postcards with QR codes and links to the survey could be printed also and hand delivered to businesses.*

6. YOUNG PEOPLE'S SURVEY

RECOMMENDED:

- (i) *To note that the Young People's Survey will be designed by members of KeynshamNow in either August/September.*

7. CHILDREN'S SURVEY

RECOMMENDED:

- (i) *To note that copies of this have been delivered to every primary school in Keynsham.*

8. TRAVEL SURVEY

RECOMMENDED:

That Councillors look at other Parish and Town Council NDP's for examples of good Travel Surveys and bring these back to the next meeting.

9. DATE OF NEXT MEETING

RECOMMENDED:

That the date of the next meeting be agreed by Doodle Calendar (September 2024).