

DRAFT MINUTES of the meeting of the **Hungerford 2036 Project Team** held on Thursday 31st May 2018 at 7.00pm in the Library, Church St, Hungerford

Present: Cllrs Downe (JD), Hudson (RH), Clerk, Geoff Greenland (GG), Chris Scorey (CS), Janette Kersey (JK)

1. **Note apologies** – Cllrs Knight and Cusack, Tony Drewer-Trump
2. **Agree last set of minutes of 17th May 2018** – Subject to amending item 5 to ‘Parish’ boundary and item 9 to read; The survey data will ‘inform’ the objectives of H2036, the minutes were proposed by GG and agreed by all.
3. **Update on actions from last meeting, not included in the agenda** – Relevant items are covered on the agenda.
4. **Call for sites - Review list of landowners, agree any amendment to draft letter and form, feedback from WBC on dates for review of sites** –
The HELAA stage 2 will take place next year. **Action:** Clerk to speak to Laila to confirm dates and process.
Action: Clerk and CS to firm up final list up names and addresses of large landowners to contact who are not already involved in the HELAA process. (Ramsbury, T&M, Littlecote ...)

It was agreed a form is not required to be completed as we only need an expression of intent along with a map of the site. **Action:** Clerk will amend the letter accordingly.

5. **Survey plans - as circulated** – This was discussed and a few changes agreed.
Action: JD to, amend survey time to ‘no more than 10-15 minutes’; change statement to a positive ‘We are well provided with local Health Services’, make changes to question 7 and create tick boxes for living, working etc. in Hungerford, question 4 needs to be consistent with question 2
Action: Clerk will open a Survey Monkey account on receipt of the survey from JD.
This needs to be paid for in HTC’s name and costs £100 approx. for 3 months.

CS offered to send the Town Plan survey template to Sylvia which may be of help.
It was decided against supplying SAEs to return the surveys and instead collection points around the town will be set up for the public to return their completed forms.

Action: Clerk to purchase cardboard boxes to use for collection.

Action: The following locations were agreed and each was actioned to a member to obtain permission: -

HTC/Library (Clerk)
One Stop (JK)
Surgery (JK)
Tesco (Clerk)
Royal British Legion (GG)
Hungerford Club (CS)
Redwood House & Lindley Lodge (JK)
Town & Manor (Clerk)
Leisure Centre (JD)
Tally Ho! (JK)
3 Swans (Clerk)

Herongate (GG)

Primary, Nursery (JK)

John O Gaunt (Clerk) – Could teachers facilitate the completing of a form by classes/tutor group? Teachers/governors also to be asked to complete survey. It was agreed 11 years upwards as age bracket.

Action: Clerk will obtain a revised quote based on 4000 colour surveys with no envelope. A4 single sheet design and aim for the survey to be issued around the middle of June.

A link to the 2036.info website will be promoted for completion of the survey.

Action: Clerk to advertise survey using HTC website, Penny Post, Ladies Facebook site, HTC facebook, HTC noticeboard, HTC twitter and Town & Manor (Speak to Dani), Rugby Club (newsletter?)

Action: JK to speak to David Piper about advertising on CHAIN website and speak to Football Club

Action: JD to arrange promotion on Instagram

Action: Send link to main Employers to promote completion by employees

It was confirmed that hard copy content can be inputted to Survey Monkey to obtain one analysis. Input could be done ourselves or outsourced depending on the level of response.

Action: Clerk to ask Tesco for a slot in their foyer late June to promote survey, and advertise on town noticeboards

Action: Consider stall on market day.

6. **Progression of Website** – All were happy with the content of the website. Thanks, were expressed to Sylvia.
7. **Contact with public - Agree any amendments to draft letter** – **Action:** Add line to request they let us know when an appropriate time for us would be to visit i.e. their next committee meeting
8. **Feedback from GG and TDT on course** – GG found the course useful particularly to learn about grants and info available on the Locality site. He volunteered to be program manager and circulated an overview he has produced for the next 3 years.
9. **Consider logo ideas - as circulated** – It was decided to go with the top left logo produced by Matt Kenyon but with a more modern font and with some amendment to round the top of the bridge. A border in yellow could be considered.
Action: Clerk to contact Matt with amendments required.

Meeting closed 9.00pm

DONM Thursday 27th June 7pm Library