

# **Stoke St. Michael Design Code**

## **Working Group Meeting**

**14/02/2022**

### **Members Present:**

Keith Hambly (Chair)

Amanda Taylor

Helen Little (MDC)

Rob Palmer (MDC)

### **Topics Discussed:**

#### **Working Group Terms of Reference**

- ToR briefly discussed and agreed in its current form – will be regularly reviewed to ensure they remain fit for purpose

#### **Project Timeline**

- Further detail was provided on the proposed timeline and the different stages of consultation – timeline agreed in its current form

#### **Consultation Plan**

- The importance of Stage 1 was highlighted along with the ways in which this should be advertised within the village. The Consultation Plan will be amended to account for this, this will include:
  - Amending text within Introduction
  - Adding a leaflet drop as a method of contact
  - Adding the use of a banner located on the roundabout within the centre of the village to advertise engagement events
  - Highlighting the patchy 4G coverage around the village and the impact this could have on the use of QR codes
  - Highlighting that publicly displayed material will predominantly be located upon notice boards/shop windows etc. so should be design accordingly
  - Amending link to Village Design Statement to ensure this is the Final Draft version

#### **Actions from meeting**

- Add/amend Appendix A (Stakeholder Details) – **KH**
- Amend Consultation Plan – **RP**
- Add Village Design Statement to Parish Council Website – **KH**
- Draft leaflet – **HL**
- Prepare Stage 1 material – **RP/HL**
- Investigate use of banner – **AT**
- Provide images of village – **AT**
- Complete Communications Plan (Appendix C) – **RP**
- Investigate use of Parish Council meeting as a launch event – **KH**

**Date of next meeting**

14/03/2022 7pm on Zoom