

Minutes of the Neighbourhood Plan Steering Committee Meeting – 19th April 2016

All,

Here are my notes and actions from the above meeting.

Present: JM, MS, TB, CR, CF, SF, AG, JC, JS

1. Apologies Received: CH

2. Minutes of 5th April were accepted. Application of new grant request is still on-going with AG and LB pursuing.

3. May 3rd and 5th village forums.

Updates have been received from some village groups - others are in progress. Additional groups were identified and agreed to be approached.

These were

British Legion, Wednesday Group, Over 55s, Care group, Neighbourhood Watch - which JM is pursuing

Golf Club - TB

Fire station - AG

Local schools, brownies and cubs - JM and CR

If the details of any participants are sent to me I will consolidate the names into a single document.

It was agreed that TB will act as focus leader for May 3rd with JM leader for May 5th.

MS will take minutes/notes for May 3rd with JS for May 5th. An updated SC rota for the evenings is attached - any amendments or changes please let JS know

Where possible/appropriate the forum participants will be asked to report back or promote the NP activity and progress in the groups that they have been identified from.

It was also agreed that the forums should be scheduled for 7.30-9.00pm with tea/coffee available at the beginning.

Material to be given to each participant was agreed as

- a. NP process document
- b. Parish map - colour
- c. Constraints map - colour
- d. Parish map with identified sites added
- e. SHLA assessment document with recently added sites included
- f. Site assessments and scores (available on web site)

To complete the work needed for the above a mini group meeting was agreed for Thursday 21st April at 10.30am in the PC office. Attendees JM, SF, AG, TB

CF also agreed to make a proposal for the breakdown of the 90 minute meeting duration to ensure consistency of approach and priority of topics.

4. Leaflet drop to promote NP activity. CF led a discussion on this and it was agreed that he would draft a potential summary for inclusion and also look at obtaining costs for a village communication by Royal Mail. This may also be used for a detailed article in the June Contact magazine - JM to request space for this.

5. Electronic version of Parish map showing proposed sites - SF offered to investigate producing this and once available this will be added to the web site.

6. AOB - during the meeting a discussion took place on whether we should now formally close the call for sites at the end of June. JM agreed to contact LB to discuss further and AG will check whether Hart have already closed their call for sites.

We were unable to have the discussion that CF had requested on the business survey activity that he has been leading and so this will be included in our next meeting.

7. Date of next meeting after the forum sessions - **Tuesday 24th May at 6pm**. Please let me know in advance if you are unable to attend. I will be away for this meeting so would appreciate if someone could volunteer to take the minutes.

Regards,

John Sage