

MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Small Village Hall, Monday 21st October 2019

Present: Linda Hiscott chair, Stuart Thomson, Caroline Brady-Watts, Eric Benton, Chris Ashby, Hilary Ashby, Jerry Parker, Mary Koukkoulis, Vivien Riddle,

Apologies: Paul Buckley

1. **Minutes** of the last meeting were approved
Copies of the minutes to be sent to the Parish Council **Action PB**

2. **Matters Arising**
 - 1) The signing book is with Linda who will put into an Excel table
Ongoing **Action LH**

 - 2) Survey now closed, but still inputting paper surveys. Sally thought 43% was a good return rate. With most roads having a response. Eric stopped doing analysis as still some surveys to be inputted.

 - 3) A thank you to Eric for all the work he has put into the survey.

 - 4) A thank you to the Events Committee for organising the Open Day.

 - 5) Help to be given to Eric to analyse the results of the survey and put into graphic form. Questions 10,18,19,27,28,34,38,43 need more analysis. 8 pages to go into consultation statement **Action EB, LH, CA, MB,VR**

 - 6) All must submit their expenses incurred ASAP **Action All**

3. **Green Audit** – Linda to pass all her input in the Green Space Audit to Vivien. Stuart and Caroline to assist in furthering the Audit. **Action LH**

4. **BRCC survey** – Paul to be asked for the details of when we receive results **Action LH**

5. **Consultation Document** – Sally to share Wings Report. Sally to give a workshop on the structure of the plan. Linda to work with Sally on the Consultation document. **Action: SC, LH**

6. **Next meeting:** Monday, 16th December.