

# **MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING**

**61 CER, Monday 19 November 2018**

**PRESENT:** Linda Hiscott, Chair; Vivien Riddle;; Paul Buckley; Stuart Thomson; Hilary Ashby; Mary Koukkoullis ;Mark Brooks ;Chris Ashby; Eric Benton

**APOLOGIES:** Jerry Parker; Caroline Brady-Watts; David Stone Avril Moon

- 1        **Minutes** of the last meeting were approved with amendments to the venue and future dates being Mondays and signed.        **Action PB**  
Copies of the minutes to be sent to the Parish Council.

## **Matters Arising**

- 2        No recommendations yet for admin/secretarial role. This can be a paid position. All to try and identify potential interested parties. Eric to ask lizzie if she knows anyone.        **All**

## 3        **Securing Planning Advice /Funding**

Eric to invite Sally Chapman to come to the January meeting..        **Action EB**  
Sally's fee to be agreed.

## 4        **Project Plan**

The revised local plan has no housing development identified for Wilstead.

Whilst acknowledging that the village did not want large scale development small specific development may be in the best interest of the village.

To establish any possible need, it was agreed that a Housing Needs Survey be undertaken. This could be carried out by BRCC or other organisations.

**Action LH**

However, before this could occur an application to Locality for funding would need to be made. The approximate cost given was £1500. The PC should be informed of this decision.

**Action PB**

A Business /Financial Plan was now needed to obtain the necessary funding. Paul agreed to prepare this and to submit a request for funding to Locality.

Once approved a survey can be commissioned subject to the PC raising no objection.

Linda will update the NP project plan for the next meeting in December. **Action LH**

#### Vision Statement

Eric produced a vision statement from a similar village for adoption. The sentiments expressed were probably what the group envisaged the Plan should contain for but it is important that any vision statement produced by this Group would be determined from the outcome of the questionnaire and represent therefore the vision of residents.

### 5 **Communications/presentation**

Samples of the Logo on coloured paper were considered and Black font on Green paper approved.

It was agreed that there would be presentation material displayed at forthcoming events at the Village Hall and the Church. The Presentation Group with help from Eric and Hilary would prepare suitable material and photos for display. Mark would assist in manufacturing/procuring a display board. Hilary and Chris would assist with leaflet printing

**Action VR ST  
HA MB EB  
HA CA**

Photos were essential.  
If possible the displays would be manned.

**MB CBW**

There can be a semi permanent display in the Village Hall. Paul confirmed that the VHMC had considered and approved this action and would agree the form of display board with Mark

**Action All**

### 6 **Audit**

Importance of clear records was reaffirmed. Photos of the presentation stands at the forthcoming events was important.

**Action CBW**

### 7 **Other Items**

Paul advised that the letter to business users was now drafted and the meeting could be called. it was agreed tht this should take place after Christmas

**Action PB MB**

Viv reminded that Graeme Coombes should be sent copies of the minutes. This was agreed

**Action PB**

8 **Dates of future meetings** will aim for the 3<sup>rd</sup> Monday in each month. Next dates are

- 17 December
- 21 January
- 18 February
- 18 March
- 22 April note not the 15<sup>th</sup>
- 20 May
- 24 June note not the 17<sup>th</sup>

**Action All**

Signed.....

Date .....

Linda Hiscott, Chair