

MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING

SMALL HALL, Tuesday 2 October 2018

PRESENT: Linda Hiscott, Chair; Vivien Riddle;; Caroline Brady-Watts; Paul Buckley; Stuart Thomson; Hilary Ashby; Mary Koukkoullis ;Mark Brooks ;Chris Ashby

APOLOGIES: Jerry Parker;Eric Benton

- 1 **Minutes** of the last meeting were approved and signed. Copies of the minutes to be sent to the Parish Council.

Action PB

Email set up

- 2 Mark reported that the 2 email addresses were now set up and available for use on the Newsletters/ displays / web page

pc-email-optin@wilshamsteadparishcouncil.org This e-mail is solely for collecting peoples e-mail address so Mark can add them to the list of subscribers.

For general contact we have neighbourhoodplan@wilshamsteadparishcouncil.org

This e-mail is setup with a forwarder so that it goes to Linda, Eric and Paul and Mark. .

- 3 **Securing Planning Advice /Funding**

Linda and Eric have met with Sally Chapman and Linda recommended that Sally be appointed as our planning advisor. Sally would be prepared to come to our next meeting.

It was agreed that Sally be appointed provided that her fee was recoverable.

Action LH

Sally had advised that it was useful to engage the Parish Clerk as part of the funding application and important to print off and keep a copy of the application.

Paul reminded the group that Funding was readily available through Locality. Up to £9K was available in tranches. Money provided must be spent on the project within 12 months. Several applications could be made until the total was reached. Finance would not be provided for retrospective expenditure, so it was important that application should be made as soon as a

draft budget was known. This would include consultant fees.

No volunteers came forward to undertake the role of preparing the draft budget and managing the finances.

It was considered that efforts should be made to secure and admin assistant who would undertake the financial role and the secretarial duties with the fees if required being met from the Locality fund.

Action All

4 **Workshops**

Linda reported that she and Eric had attended the workshops on preparation of Neighbourhood Plans and confirmed that much of the work already undertaken was in line with that required.

The timescale could be up to 4 years.

Linda undertook to forward the presentation material once it was available.

Action LH

5 **Communications**

The draft logo prepared by Jerry was well received. Jemma had previously emphasised the need to have a recognisable colour for paper and the logo throughout. The Group asked for three samples to be prepared showing the logo on 3 coloured papers so that a final choice could be made.

Action JP EB

Linda had prepared and circulated a draft letter to be used for approaching groups. This was accepted as a base and noted that in all cases the letter could be tailored to each groups needs.

The group is now ready to make presentations.

Action All

The presentation team would prepare appropriate material for display at each presentation and for permanent display in the Village Hall

The material would be ready for display at the Pre School Christmas event. The date is the 1st December from 12pm, VR to check that there is no objection from the Pre School. (Since confirmed)

**Action VR ST
CBW**

It would be useful to have portable equipment on which the

Action All

material can be transported and displayed.

The meeting with the Business Users would be first. Paul and Mark would arrange with all members invited to be present.

Action PB MB

6 Audit Role

Importance of clear records was recommended to Linda by Sally Chapman. Vivian agreed to take on this role. Records of all actions and activities should be kept.

Viv will start with compiling all minutes to date.

Action VR

Photos were recommended of signs displayed and other activities. Caroline would take on this role.

Action CBW

7 Dates of future meetings will aim for the 3rd Tuesday in each month. Next dates are

- .19 November
- 17 December
- 21 January
- 18 February
- 18 March
- 22 April note not the 15th
- 20 May
- 24 June note not the 17th

Action All

The Hall is not available on 19 Nov. Venue will be 61 CER.

Signed.....

Date

Linda Hiscott, Chair