

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

**Small Village Hall, Monday 17<sup>th</sup> December 2018**

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

**APOLOGIES:** Paul Buckley; Caroline Brady-Watts

1. **Minutes** of the last meeting were approved but it was noted that the date 22<sup>nd</sup> April 2019 is a bank holiday therefore this meeting would not go ahead. Copies of the minutes to be sent to the Parish Council.

**Action PB**

### 2 **Matters Arising**

Eric has spoken with Lizzie and she is not aware of anyone who could be approached for the role of secretary. People were asked to consider this when speaking with people at any event we attended.

Sally Chapman will attend the meeting on the 21/01/19 to discuss the support she can offer as a consultant to the NP group.

PC has agreed to the NP planning group commissioning a housing needs assessment as part of the NP.

The vision statement discussed at the previous meeting has been circulated to group members electronically.

Graeme Combes is now receiving the minutes of the meetings.

**Action ALL**

### 3 **Securing Planning Advice**

Discussion about the issues to be raised with Sally chapman in January.

Issue of the local plan and no housing identified, Policy development, green space, Questionnaire, processes for compiling the plan

LH will update the project plan which along with the communication plan will be sent to Sally prior to the meeting

**Action EB. LH.**

#### 4 Finance

An application to Locality for funding still needs to be made. This would need to include the cost of employing a consultant, the housing needs assessment, cost given was £1500. There are also the costs associated with public consultation that will need to be included. Following the meeting with Sally on 21/01/19 this will need to be progressed. Paul agreed to prepare this and to submit a request for funding to Locality.

**Action PB**

#### 5 Communications/presentation

The communications group have attended two village events one at the church one at the Village Hall and spoken with a number of people who were broadly in support of the plan. Written reports have been circulated and will be kept by Viv as part of the evidence needed.

Pictures of the displays have also been taken.

Discussion on the need to keep the board up to date and with relevant pictures for the events being attended.

Mark Brooks agreed to take further pictures.

Hilary and Chris have assist with leaflet printing it was agreed at this stage not to print any more as they needed to updated on a regular basis. Some larger posters would be printed to be displayed on notice boards. Appreciation of the group was expressed and the people who manned the stands were thanked.

A number of themes have started to come up including speeding, crime rates, parking. Whilst these may not be included in a NP they could be identified as issues that need to be addressed.

**Action VR ST  
HA MB EB**

**HA CA**

There is now a semi-permanent display in the Village Hall. The display board can be moved and taken to events.

**MB CBW**

The Christmas tea party will be in the village Hall on 18/01/19 Eric will ask the Wilstead Charities committee if it would be possible to have a small stand at this event. To provide information about the NP.

**Action All**

**Action EB**

The letter to business users was drafted and the meeting needs to be called. it was agreed that this should take place after Christmas. This will need to be actioned at the meeting in January

**Action PB MB**

6. **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

20 May

24 June note not the 17th

**Action All**

Signed.....

Date .....

Linda Hiscott, Chair