

Minutes of a meeting of the Neighbourhood Plan Working group, Tuesday 11 February 10am, at the Registry House

Present:

Mike Martin (Chair), Richard Rundle (Vice-Chair) Andy Keys-Toyer, Tim Gilbert, Alan Brain, Jo Witherden (Consultant)

Apologies:

None.

Minutes of previous meeting

Minutes of 29/1/20 had been approved by the Parish Council.

Matters arising:

The issue of meeting agendas and minute taking was raised. It was agreed that a standard agenda structure and formal reporting of all meetings was required in order to maintain consistency of all record keeping

Action : MM to introduce new structure without delay

Financial matters.

It was agreed this now needs to be a standing item at each meeting

Plan progress.

JW reported that the plan was three weeks behind schedule

Action : Plan progress to be reviewed on a regular basis

SSDC Local Plan

Status of the NCNP against the progress of SSDC Local Plan was discussed. More information from SSDC was required

Action: JW to report back at the next meeting.

Agenda Items:

Household survey.

Printing, delivery and distribution to households was on track for w/c 10.2.20

Action: All replies to be inputted into Survey Monkey by March 9th.

Action: JW to report initial results at the meeting on March 10th.

At approximately 12noon Jo Witherden left the meeting.

Business and Community Service Fact Finding interviews.

ATK's list of local businesses and service providers to be interviewed during March were allocated amongst members. JW had provided draft questionnaires for consideration

Action: RR to edit draft questionnaires for approval

Parish plan software.

It was agreed that members needed to better understand how to use this software

Action: Members to meet at ATK for a run through

AOB

ATK advised members that the Newt were running public presentations on Friday 14th & Saturday 15th in Yarlinton re "Proposals for the long-term use of Yarlinton Lodge and its surrounding land and buildings"

Meeting closed at 1pm

Date of next Meeting. Tuesday 10th March at 10am, Balcary House, North Cadbury.