

Neighbourhood Plan Meeting WEDNESDAY 4 SEPTEMBER 2019 19:30 hrs

Present: David Willingham (DW)
Alan Routledge (AR)
Melissa Hewitt (MRH)
Mark Hughes (MH)
David Burge (DB)

1. Reviewed housing stock survey progress. Discussed the possibility of meeting with RCCE to discuss questions for the housing needs part of the survey. MH offered to use his contacts at RCCE and organise meeting.

ACTION MH

2. AR to send PDF of housing survey to DW. DW to add second part and add to Survey Monkey as part 2.

ACTION : AR, DW

3. MH to email RCCE regarding their version of the housing needs form.

ACTION MH

4. Confirmed that the Parish Council had approved NP project plan, budget etc.
5. MH enquired whether two quotes would be acceptable since third quote for LCA proving elusive. DB advised that two quotes is acceptable provided a paper trail regarding the acquisition of a third quote is available.
6. AR to have DW and MRH added to the email responses regarding third quote so they can progress during AR absence. AR to email provider with DW and MRH email cc'd in.

ACTION:AR

7. Some meeting notes from before PC elections still appear to be missing. MH advised that these should be on the PC laptop.

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8. Discussion regarding technical packages to apply for when applying for grant. Design codes was decided upon.
9. DW to send invoices for website hosting and domain fee's to PC clerk.

ACTION:DW

10. Discussed and reviewed the 'shopping list' for grant application.

11. Public meeting. Main points to focus on;

- a. NP – what's it about?
- b. spell out the plan hierarchy
- c. spell out commitment
- d. use golf course / Chicken Meadow developments as examples

12. Poster / flyer for public meeting. Content discussed. MH offered to print. DB suggested posters should be included in the PC newsletter.

13. NP banners discussed. MH unable to locate banners, possibly still with Alan Moore? DB to follow up with AM.

ACTION:DB