

# SHERFIELD ON LODDON PARISH COUNCIL



## NEIGHBOURHOOD PLAN WORKING PARTY

Minutes of NPWP meeting held on 12<sup>th</sup> January 2016

**Present** – Alan Ball, Bryan Jenkins, Jane Jordan, Anna Scott and Natalie Larner (Minutes)

### **1. Apologies:**

There were no apologies for absence but AS regretted that she would have to leave at 7.00pm. Therefore, Agenda items were re-ordered.

### **2. Project Plan update**

AS had completed Project Plan update and will circulate. In future, it can be used to inform agenda. Action AS

### **3. Planning for Open Day 6 February**

- a. AS suggested that we should first establish the purpose of the Open Day as:
  - \* to share information
  - \* to offer the opportunity to ask questions of the NPWP
  - \* to offer the opportunity to ask questions of Action Hants on Housing Survey Results
- b. JJ circulated a paper for discussion entitled Open Day: Possible Display Content
- c. NL suggested that a means of eliciting feedback on draft policies could be sought
- d. It was agreed that a simpler process diagram should be used to show the progress of the NP, along the lines of BJ's previous version. BJ will update his diagram and circulate. Action BJ
- e. It was agreed that JJ, AS and NL would meet to design displays/table layout Action JJ, AS, NL
- f. It was agreed there would be no presentations
- g. Screen/projector could be used for photos of the village used in Character Assessment
- h. Refreshments – tea/coffee & biscuits, and tea tables Action NL to arrange

### **4. Minutes of previous meeting: 05/01/2016**

Minutes of the meeting held on 5<sup>th</sup> January were approved for accuracy.

### **5. Matters arising from the Minutes & Review of Actions**

All actions had been completed except:

- 3.b The design and wording of the Housing Survey leaflet is still to be agreed. NL will continue to amend as directed.
  - NL is still awaiting printing quotes for 700 leaflets from Greenhouse Graphics. Quotes received from Minuteman Press and Prontaprint.
  - NL is still seeking more volunteers to deliver Housing Survey leaflet. Seeking new people to approach, NL asked AB to supply some names from the Extraordinary PC meeting. AB would need to contact them first, to keep in line with Data Protection Act.
4. History of the Parish yet to be agreed
6. AB to invite Councillor Keith Chapman to Open Day 6 Feb.

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## 6. Sum up of agreed actions:

### Character Assessment

- Record last houses at Church End. Visit homes in Wildmoor. Inc. Lance Levy Farm, Gems NL
- History of the village review NL
- Complete write up JJ

### Open day

- Ask Action Hants about use of their logo AB
- Compose/email a brief update to Forum members with a request for assistance in distributing leaflets (contact NL) and an invitation to attend Open Day. Asap AB
- Invite Borough Cllrs Chris Tomblin and Nick Robinson and County Cllr Keith Chapman AB

### Update NP process diagram

BJ

### Circulate Project Plan

AS

### Housing Survey publications

- Amend and submit info. page to LVL NL
- Leaflet approved and ordered by Friday 15<sup>th</sup> Jan. All & NL
- Banner approved and ordered All & NL
- Leaflet Printed, ready to distribute by Friday 22<sup>nd</sup> Jan. NL
- Gather more volunteers to distribute leaflet NL

## Other issues raised

1. AB asked NL to allow her name to be used as Neighbourhood Plan administrator. Agreed.
2. JJ asked about the use of Survey Monkey in the past. AB explained .

## 7. Date of next meeting: to plan Open Day Event

Thursday 21<sup>st</sup> January at 6.30pm in Garden Room

Thursday 28<sup>th</sup> January at 6.30pm in Garden Room

Action NL to book room

Subsequently both meetings have been changed to:

Monday 18<sup>th</sup> January at 6.30pm in Garden Room

Monday 25<sup>th</sup> January at 6.30pm in Garden Room