

WENHASTON WITH MELLIS HAMLET.

NEIGHBOURHOOD PLAN CO-OPTED SUB GROUP.

Minutes of the Neighbourhood Plan Co-Opted Group meeting 2 held at 6.00 pm in the Star on Tuesday 19th May.

1) Attendance.

Sub group Attendees: J. Claxton (JCI), R. Claxton (RCI), P. Corbett (PCo), D. Corbett (DCo), R. Day (RDa), B. Norrington (BNo), L. Spindler (LSp).

2) The amended minutes of meeting April 14th 2015 were approved unanimously. Signed copies to be displayed on the web site.

Action M2/1

3) There were no matters arising from minutes not covered by the agenda.

4) Updates.

- a. Questionnaire version 4 underwent a pilot study at the WESG morning and met overwhelming approval. It was also displayed at the Annual Parish Meeting. A copy was sent to Hilary Hanslip (HH) at SCDC and her feedback was incorporated to make the final copy of version 5 which is now printed and ready for distribution to couriers. Consultation letters have been sent by hand or e-mail to community groups, local business and interested bodies.

- b. The due diligence forms were sent in for the grant and notification has now been received that the money is on the way to the PC bank account. Expenditure to date includes questionnaires and envelopes, stamps and a label printer.

A reminder was given that any expenses incurred must be accompanied by appropriate receipt/invoice.

- c. RCI has made a great deal of progress with the website with sections for the PC, the Neighbourhood Plan, community groups, a gallery and a moving calendar. This will continue to evolve and a demonstration will be given at the Parish Council surgery on May 20th for approval to go live in the next few weeks. Community groups to be advised of the launch when it happens.

- d. Questionnaires and printed envelopes ready for delivery to couriers by DCo/LSp.

JCI has prepared a delivery schedule of houses for each courier to avoid confusion/overlapping.

Agreed that RDa should purchase 200 second class stamps which would allow for approximately 50% coverage with spares going to future consultations.

Action M2/2

P. Corbett

- e. BNo has consulted with HH at SCDC to establish contacts and protocols for drawing up a draft plan. He is awaiting further information from Hilary to enable investigation of conservation and preservation issues and key factors for consideration in preparing the plan.
- 5) Agreed that questionnaires can start to be delivered in the next few days and all should be delivered by June 2nd for scheduled return by June 13th. Collation and interpretation will take place between June 16th and June 29th with results circulated June 30th.
- 6) Date of next meeting will be either July 7th or July 21st to be confirmed shortly.
- 7) AOB
- None
- 8) Actions Summary

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M2/2	Agreed that RDa should purchase 200 second class stamps which would allow for approximately 50% coverage with spares going to future consultations	RDa

P. Corbett