

## Minutes of the Neighbourhood Plan Committee Meeting 26<sup>th</sup> April 2017

**Present: Kate Andrew, Catherine Knight, Ning Kedwards, Godfrey Crompton, Mac Macbeth, Libby Tassel, Rachel Pallett, Meryl Roberts, Jim Gibson**

**Clerking – Ben Campbell**

1. Apologies: Sarah Day (also tendered resignation)
2. Minutes of last meeting checked and approved as correct
3. Ben Campbell introduced as the new volunteer meeting clerk.

The Parish Clerk has provided examples of agenda and minutes style as used by the main committee, these include the requirement for declaration of interest explained within the agenda format

4. Action points from last meeting

£26 fee for the use of Survey Monkey. **Action - NK** to check Delegated Authority for this spend and verify with Parish Clerk.

Broadband availability discussed with County Councillor Ken Pollock, the speeds bands have been incorporated into the answer choices on the questionnaire.

5. Report on leaning walk. A small group walked from the Village Hall, around The Common and up to the clock tower, the experience was very information. The need for additional walks discussed around different parts of the village. **Action Point** Potential dates: **Friday 5<sup>th</sup> May 7:00pm, Monday 15<sup>th</sup> May 7:00pm**. Walks to start at the pub

6. Questionnaire. Questions and answer formats discussed, in particular broadband, age categories, household financial situation. **LT** to check what the standard age group categories for surveys and report to **NK**. **NK** to incorporate amendments and once Survey Money fee is paid, to test on the working group in the first instance

7. Short report from thematic leads – covered by the questionnaire areas

8. AOB - Distribution of minutes and questionnaires discussed and how best to raise awareness of the questionnaire and the Neighbourhood plan in general.

Decided that there is a need to present the meeting agenda more professionally. This will be remedied through the use of the template provided by Parish Clerk, this will be actioned by **BC**.

9. Date of next meeting - Next meeting scheduled to be Wednesday 24<sup>th</sup> May in the Village Hall.