Wellow Neighbourhood Plan Steering Committee meeting

Date: 22nd May 2018 Venue: Wellow Village Hall Time: 7:30pm

Author: Mike Freeman

MINUTES

Present (chair first):	Trevor Grant Mike Freeman; David Mallinson; Les Rackham; John Saunsbury; Richard Millard.
Apologies:	Kathy Taylor; John Sampson, Harmeet Barr
Declarations of Interest:	None
Public Participation:	Working Group Members and public were encouraged to join in discussions throughout the meeting.
Next Meeting:	Date: 18th June Venue: Wellow village Hall Time: 7:30pm
Agenda:	As Published.

Approval and adoption of the minutes of last meeting.

Minutes Accepted.

Matters arising from the minutes of the last meeting.

8: The Parish Council can make requests to the land registry if required. There is a minimal cost per site requested.

Minutes	Action
05 a) Trevor has updated the Parish Council on Progress with the survey to date. It is planned to have the survey ready for review by the P.C. by their next meeting on 4th June. The Parish Council was also updated on the status of the review of the SHELAA sites which is ongoing. Both the above items will also be discussed at the next TVBC meeting in June	TG/MF
06 a) There was a discussion on options for the distribution of the survey which should be planned to start in early September to avoid the holiday season.	

It was decided that we should maximise the online returns by advertising in the Nightingale times, on the Parish council web site, and Face book pages etc. about the online survey. This would be in addition to a general Flier to all homes in the Parish. We should also produce a summary report for communication purposes after the survey. 06 b) It was suggested that a help line will be set up using a mobile phone which could be shared around the team during the survey period. John Saunsbury to advise further. 06 c) There is a need to look at options to keep control of Survey Monkey responses. 06 d) Trevor to drop a note to Graham Smith re advising NFNPA on the survey etc. 06 e) David to discuss possible help from the Scout group with regard to distribution of survey	All J.Sb L.R. T.G. D.M.
08 a) Progress on SHELAA sites has been made but further guidance on utilising assessment criteria is needed from TVBC. Mike to add to TVBC Agenda 08 b) There was also a discussion on Safety of the A36 with regard to equestrian and pedestrian and cycle crossing options.	MF
09 a) David to advise Kathy of the contacts he has made with various groups with the dates. 09 b) Les to produce an outline N.P. slide set that identifies key headings. 09 c) Trevor to arrange a full team meeting in July	D.M. L.R. T.G
10) Next meeting 18th June 2018	
Future meetings: July; 20th August; 17th September.	

Note: the above action minutes are a brief summary of the topics discussed. If further detail is required please contact the appropriate committee member.

Content Agreed by	Signature	Date
		19-04-2018