

Present: Leon Wolverson, Tim Coleman, Astrid Mick; Erika Lyons; John Sutherland-Hawes.

Apologies: David

The Minutes of the previous meeting held on 19<sup>th</sup> January were agreed.

1. We agreed we should meet at 7pm prompt at the Parish Council Meeting on 11<sup>th</sup> February at the Village Hall before the Parish Council Meeting. This would give us half an hour to present an outline of the steering group's work until now on the preparation for a neighbourhood plan.
2. We agreed it would be good for some of the parish councillors to be available for the Open Afternoon on Saturday 7<sup>th</sup> March. Some concern was voiced about some councillors perhaps not being informed enough about the issues of the neighbourhood plan to answer possible questions from parishioners attending the Open Day. They could point out those of us who could answer questions. The councillors should read the guidance Note 3.
3. The flyer invitation to the Open Day was discussed; also the questionnaire needed to be worked on. Leon and others had produced a first draft.
4. A problem we are encountering is that we cannot put in a grant application for expenses being incurred by preparations for the N.P. until April. We could use some expenses from the Parish Council funds. The biggest upcoming expense would be producing the flyers and the questionnaires.
5. A further difficulty appeared to be – potentially at least – a *purduh* on any political statements between now and the election on May 7<sup>th</sup>. Leon will check into these dates and what it means for us.
6. The rest of the meeting was taken up with verbally working through the draft questionnaire (Q) and discussing the pros and cons of various points. The Qs were to be handed out to visitors on the Open Day and we would try and persuade people to fill them out there and then. Probably some would want to take them home or take further copies for other family members. The front page of the Q was to indicate what the N.D.P is about. A privacy notice should appear on the back. We talked through all the individual questions. One person had timed the filling out to take about 10 minutes.

7. The next N.P. Steering meeting would be on March 2<sup>nd</sup>

The meeting was closed