

**Woodhouse Parish Neighbourhood Plan Advisory Group  
Minutes of the Meeting  
held on Tuesday 10 July 2018, 7pm, in Woodhouse Eaves Village Hall**

**Present**

Iqbal Rassool	Richard Mollart
John Thorne	Sue Thorne
Lynne Greenhalgh	Peter Searancke [PC Cllr]
Malcolm Whitmore	Jim Horne [PC Cllr]
Margaret Wright	Ann Irving [PC Clerk]
Merrin Pearce	David Snartt [Borough Cllr]
Mervyn Greenhalgh	John Preston [Rural Community Council]
Michael Price [part]	
Neil Davidson	

**1. Apologies**

Tim Sault [PC Cllr], Jill Taylor [PC Cllr], Cathy Schou, Kate Moore, Maggie Morland, John Owens

**2. Roles**

The Advisory Group had been formed at the meeting held on 13 June. One more member volunteered at this meeting. Those present elected the following officers, with gaps to be filled at the next meeting:

- Chair - Neil Davidson
- Vice Chair - to be nominated on the night if required
- Secretary - Merrin Pearce
- Publicity Person – To be identified
- Treasurer – not essential but useful
- Members: Iqbal Rassool, Malcolm Whitmore, Margaret Wright, Richard Mollart, Peter Searancke [PC], Jill Taylor [PC] and Tim Sault [PC].

**3. Terms of Reference**

Group members had been sent a copy of other NP groups' terms of reference and agreed to study these with a view to adopting one at the next meeting.

**4. Outline Workplan - Next steps**

The group decided to hold an Initial Community Consultation event to encourage the community to express their views about what matters to them about the area – the landscape, what is worth protecting, where new housing might go, what kind of housing, and so on.

A number of suggestions were made about how to engage the community e.g.

- Offer refreshments at public consultation events
- Consider a children's competition for a logo
- Ask the Horticultural Show Committee if an event could run on the same day
- Have plenty of photographs of the area

The RCC will co-organise this event

**5. Community consultation event**

A sub group was formed to develop ideas for publicising it. The members will meet on 24 July. A deadline to meet is 10<sup>th</sup> August for Roundabout magazine. Sub- group members: Peter Searancke, Merrin Pearce, Iqbal Rassool, Richard Mollart

## 6. Communication

- Parish Council website will store Neighbourhood Plan docs.
- Cloud based system for storing the Advisory group's working docs.
- Email for general communications between advisory group members
- Email for anyone wishing to keep in touch
- Roundabout magazine to keep all residents and businesses informed
- Mailshots to stakeholder organisations

## 7. Funding

Locality Fund: Initial NP activities can be funded by the Locality Fund which has a **15-day turnaround** for funding applications. The application will be made by the Parish Council.

Later Activities in the Neighbourhood Planning process including further community consultation can be funded by Awards for All which has a **3-month turnaround** for funding applications.

## 8. Personal Data

The RCC and Woodhouse PC have signed an agreement about how personal data will be managed, already completed.

## 9. Skills & interests

It will be important for the Advisory Group to develop a register of Skills/interests within the community. RCC has a template.

## 10. Date and time of next meeting[s]

- Main Advisory Group: **Tuesday 7th August, 7pm, Woodhouse Eaves Village Hall**
- Consultation event publicity sub-group: **Tuesday 24th July, 7pm, Curzon Arms**