

**Woodhouse Parish Neighbourhood Plan Advisory Group**  
**Thursday February 7<sup>th</sup>, 2018, 6:30-7:45pm, Annexe, Woodhouse Eaves**  
**AGENDA & MINUTES**

**Present:** Gary Kirk (YourLocale), Neil Davidson, Chris Drane, Ann Irving (PC Clerk), Merrin Pearce, Iqbal Rassool, Richard Mollart, Tim Sault (PC Cllr), Peter Searancke [PC Cllr], Malcolm Whitmore. **Absent/Apologies:** Mark Elliott, Kate Moore, Cathy Schou, John Owens, Jill Taylor [PC Cllr]

ITEM	WHO	MEETING NOTES
<b>Minutes of 24th Jan Meeting</b> For approval (Already circulated to AG and PC members)	<b>AG</b>	Minutes approved
<b>Planning Meeting with YourLocale</b> <ul style="list-style-type: none"> <li>• NP progress to date with RCC</li> <li>• YourLocale's approach to the continuation of the project</li> <li>• Formation of Theme Groups</li> <li>• Review of remaining budget</li> <li>• Encouraging further participation from community - expanding Theme Groups</li> <li>• Communication channels</li> </ul>	<b>GK, AG</b>	<ul style="list-style-type: none"> <li>• Group described NP project progress to date: Community and Stakeholder meetings, gathering of evidence and formation of four Theme Groups</li> <li>• YL to lead a scoping statement for our group to help define the focus areas for each theme group.</li> <li>• YL proposed reducing our Theme Groups from four to three. Three main reasons cited: 1. Structure has been successful with Multiple other NPs; 2. Slightly simpler to manage and will enable each group to be slightly larger; 3. Will reduce the budget requirement (three Theme group facilitators rather than four).</li> <li>• Group agreed on following Three theme groups:               <ul style="list-style-type: none"> <li><b>1. Housing and the Built environment</b> Chair: Neil Davidson. Mark Elliott, Tim Sault (areas such as settlement boundary, housing mix incl. design elements, windfall development, other development)</li> <li><b>2. Historic and Natural environment</b> Chair: Iqbal Rassool. Kate Moore, Cathy Schou, Merrin Pearce (areas such as green spaces, biodiversity, wild-life corridors, views, heritage assets - built and natural)</li> <li><b>3. Sustainability</b> Chair: Richard Mollart. Peter Searancke, Chris Drane, Ann Irving, Malcolm Whitmore (employment, community facilities, transport)</li> </ul> </li> <li>• Treasurer Chris Drane stated that he feels the budget is tight. Gary Kirk is confident that proposed budget is sufficient and agreed to provide regular progress reports and help us to manage the project/budget responsibly.</li> <li>• YL encouraged our group to expand membership of our Theme Groups and to continue to encourage community contribution.</li> <li>• <b>Ann Irving</b> to contact community members who signed up to receive updates with NP progress report. NP progress report also to be publicised on Parish Council website and in Roundabout magazine - aiming to encourage further community involvement and support.</li> <li>• NP progress report to publish NP email address for correspondence. Those interested in joining a Theme Group will be invited to relevant NP Group Slack channel. <b>Peter Searancke</b> to create a Slack channel for each of the three Theme Groups.</li> </ul>
<b>Date and time of next meeting</b>	<b>AG</b>	<b>Wednesday 5th March, 7pm, Annexe</b>