

**Woodhouse Parish Neighbourhood Plan Advisory Group
(incorporating Woodhouse Eaves and Woodhouse)
Minutes of the Meeting
held on Tuesday 07 August 2018, 7pm, Woodhouse Eaves Village Hall**

Present

Neil Davidson, Chris Drane, Ann Irving (PC Clerk), Richard Mollart, Kate Moore, Merrin Pearce, Tim Sault, Peter Searancke (PC Cllr), Jhanvi Shukla (RCC), Malcolm Whitmore, Colin Wilkinson (Planit-X)

Absent/apologies

Iqbal Rassool, Mark Elliott, Jill Taylor [PC Cllr], Cathy Schou, Maggie Morland, John Owens, Margaret Wright.

ITEM	NOTES	ACTION
<p>1. Terms of Reference</p> <ul style="list-style-type: none"> • To consider and approve a draft 	<p>Draft approved</p>	<p>Ann Irving to incorporate Terms of Reference into Grant Application.</p>
<p>2. Publicity</p> <ul style="list-style-type: none"> • To receive and approve a draft of flyer • To agree its distribution <p>Sub group</p>	<p>Revised flyer draft to be circulated (will incorporate feedback from Advisory Group and RCC). Was decided that a second community event would not be included on flyer but decision to hold one or not would be reviewed at next meeting. Flyer to be finalised by 12/13th August. Flyer to be ready for distribution by 20th August.</p> <p>NB - PR Person still to be identified and appointed to the Advisory Group.</p>	<p>Ann Irving to obtain printing quote from Team Print. Jhanvi Shukla to obtain quote from RS Print. Merrin Pearce to coordinate with selected supplier for printing.</p> <p>Continue to seek PR Person for the Advisory Group.</p>
<p>3. First consultation event 1 September</p> <p>To discuss:</p> <ul style="list-style-type: none"> • Names of those to be 'on duty' • Selection of photographs – themes, images • Printing of photos – RCC • Display panels – pictures, words, production RCC • Response materials – post-its, forms RCC • Preparation on the day • Refreshments on the day • Data capture: e.g. who visits, where from, comments 	<ul style="list-style-type: none"> • Advisory Group to be on duty per rota to be agreed. • Photographs for Display to be selected by Advisory Group members according to TOPIC AREAS as follows: Public Rights of Way - Kate Moore History & Heritage - Evelyn Brown Open Spaces & Environment - Kate Moore Facilities & Services - Ann Irving, Chris Drane Traffic & Transport - Malcolm Whitmore 	<p>Advisory Group members to nominate a preferred rota timeslot (ref Merrin's Email 07/08/2018)</p> <p>Advisory Group to select 6-7 photos from their topic area and send to jshukla@ruralcc.org.uk</p> <p>Large collection of photos on Dropbox</p>

<ul style="list-style-type: none"> • Assembling of responses • Reporting of responses 	<p>Housing - Richard Mollart, Merrin Pearce Renewable Energy - Cathy Schou Communications - Peter Searancke Local Economy / Employment & Business - Tim Sault</p> <p>Selected photos to be sent to Jhanvi and copy Merrin.</p> <ul style="list-style-type: none"> • RCC to <ul style="list-style-type: none"> - obtain statistical and factual information for display boards, design and produce them. - print selected photos and incorporate into display boards - supply response materials and forms - capture respondent demographic data - assemble/document responses - report to Advisory Group • Refreshments available as part of the Horticultural show <ul style="list-style-type: none"> - Richard Mollart to check on display table availability 	<p>Richard Mollart to check on display table availability</p>
<p>4. Grant application</p> <ul style="list-style-type: none"> • To check that all details are assembled • To approve 	<p>Printing quotes to be incorporated into Grant application.</p>	<p>PC to proceed with Grant Application.</p>
<p>5. Revised National Planning Policy Framework with Colin Wilkinson</p> <ul style="list-style-type: none"> - To consider implications for NP policy-making 	<p>Policy Framework has changed in past 10 days but doesn't have any real implications for Woodhouse Parish NP because we are only in early stages of the process so will work to the revised version</p>	
<p>6. Next steps</p>	<p>Stakeholder event in October</p> <ul style="list-style-type: none"> - will require venue date and time a month before - Weekday evening - Will involve local businesses, land owners and local groups. 	<p>Discuss further in next meeting.</p>

	<p>RCC will require contacts from each of these groups. Will supply Excel doc. for contact details for Advisory Group to complete.</p> <p>RCC suggests engaging with school and other community groups to ensure that community engagement and involvement is as strong as possible.</p>	
7. Date and time of next meeting	Tuesday 4th September, 7pm, Woodhouse Eaves Village Hall - Annexe	
8 (Added during meeting) Name of Advisory Group	<p>Was raised that it is important for the Advisory Group name to make it clear to all community members that the Woodhouse Parish Neighbourhood Plan covers both Woodhouse and Woodhouse Eaves villages; and also that it is open to contribution from the whole community, not just Parish Council members.</p>	<p>Title of the Advisory Group renamed to: Woodhouse Parish Neighbourhood Plan Advisory Group (incorporating Woodhouse Eaves and Woodhouse)</p>