

Heywood Neighbourhood Plan

Neighbourhood Plan Steering Group

Action

Meeting held on Thursday 22 March 2018 – notes

Present: J Masson, K Youngs, T Griffin, J Marley
Mrs A Bizeray (Parish Council Clerk)

1. Apologies for absence received from F Morland, E Lock, P Thompson.
2. Governance:

2.1 Heywood Parish Council must note their Expression of Interest in a Grant for Neighbourhood Planning; this will be included in the Agenda of their next meeting (9 April).

JM/AB

2.2 Terms of Reference to be amended to include:

- constitution initially to be 12 members - 6 Parish Councillors and 6 co-opted members; quorum to be 3 members, increasing if NPSG membership enlarged;
- members to be sought representing areas within Neighbourhood, or having specific skills;
- meetings to be held as and when necessary;
- meetings are of a confidential nature, therefore not open to the public;
- decisions to be made by majority vote, Chairman to have additional casting vote if necessary;
- notes from meeting to be published within 14 days of meeting;
- clear records of expenditure to be held;
- reimbursement of reasonable and necessary expenses permitted, but member must submit estimate before spend;
- petty cash imprest balance to be made available by Heywood Parish Council RFO;
- any changes to Terms of Reference to be approved by two thirds of members at relevant meeting;
- ToR to be redrafted and presented to Heywood Parish Council for approval.

JM

2.3 Use of drawing of Heywood House suggested; to be finalised.

JYM/
TG

3. Members:

3.1 John Masson to meet representative from Myddelton & Major, agents for West Wilts Trading Estate, on 29 March. Chris Wordsworth of HPH (Hawke Ridge Business Park) to be considered as possible member of NPSG, but will definitely be invited to Public Consultation.

AB

JM

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| 3.2 Facebook page will be put online once logo approved. | TG |
| 4. Initial public consultation: | |
| 4.1 To be postponed to early June to allow time for production of documents, surveys etc. Two meetings proposed, to be held from 5:00 pm to 8:00 pm on Thu 7 Jun at Club Ice, and Thu 14 Jun, H&H Village Hall. | JYM |
| 4.2 Displays to include: | |
| - maps of the Parish; | PT |
| - pictures of listed buildings, views and village assets (Royal Oak, The Ham Stores) ; | JM |
| - pamphlets/leaflets; production to be arranged once meeting dates known; | JYM/JM |
| - questionnaires; | |
| - suggestion board with sticky notes; | |
| - display boards; | TG |
| - video/DVD about Neighbourhood Planning; | PT |
| - sign-up sheet for possible new members of NPSG. | |
| 4.3 Draft questionnaire to be compiled for approval at next meeting. | JYM |
| 4.4 Cost of online survey to be investigated. | AB |
| 5. Publicity: | |
| Agreed that once the dates for the initial meetings have been confirmed contact would be made with the White Horse News to publicise the preparation of the neighbourhood plan. | JM |
| 6. Noted that Neighbourhood Planning reforms are included in Neighbourhood Planning Act 2017 and that these will have to be taken into account. | |
| 7. Noted that Draft of revised National Planning Policy Framework has been issued by the Government for comments. | |
| 8. Date of next meeting: Thursday 12 April at 2:00 pm. | |

EAB
21/02/2018