

Heywood Neighbourhood Plan

Neighbourhood Plan Steering Group

Action

Notes on meeting held on Monday 17 December 2018

Present: J Masson (chair) [JM] K Youngs [KY] J Marley [JYM]
 B Jones [BJ] E Lock [EL] S Heron [SH]
 A Bizeray (secretary) [AB]

1. P Thompson and F Morland were absent from meeting. T Griffin has resigned from the NPSG.
2. **Governance:**
 - 2.1 Grant for £1,202 for the current year has been received. An application for 2019/20 will be submitted in March 2019.
Suggested that consultant Stuart Todd be engaged to assess progress to date before year end to ensure that all funds are employed.
 - 2.2 Pictures and maps now held on file; also, aerial photographs of the Parish now available for use at no cost.
3. **Initial consultations:**
 - 3.1 BJ has produced analyses of survey by tick boxes, and by groupings of similar ideas in free text. See annex to notes.
 - 3.2 JM has notes about 7 possible members to join NPSG; skills of members and requirements of Group to be considered before discussing further at next meeting.
4. **Rural Housing Needs Survey:** Wiltshire Council has been requested to provide the necessary surveys which will be available in w/c 11 February 2019. NPSG to organise distribution to residents.
5. **Local and strategic stakeholders:**
 - 5.1 BJ and JYM to complete questionnaire to fit around business perspective, to be sent to local stakeholders.
 - 5.2 JM has written letter to be sent to businesses; AB to transfer letter to Heywood Parish Council headed notepaper.
 - 5.3 AB to find out about bulk mailing costs by Royal Mail.
6. **Other bodies to be consulted:**
 - 6.1 List of other bodies to be considered already produced at previous meetings.
 - 6.2 NPSG to be tasked in pairs (tbc) to carry out separate jobs within Plan; to be considered at next meeting.
7. **Other business:** none.
8. **Date of next meeting:** Wednesday 9 January 2019, 6:00 – 8:00 pm at Club Ice.
AB to email reminder 2 days before.

All

All

BJ/JYM

AB

AB

All

AB

Meeting closed at 8:25 pm.

EAB

29/12/2018