

Heywood Neighbourhood Plan Neighbourhood Plan Steering Group

Action

Meeting 16 February 2018 – notes

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

Jim Marley welcomed to meeting as a new member of NPSG.

• **Governance**

Need to appoint Chairman of NPSG, Treasurer and Secretary. Cost saving if Secretary is volunteer member, rather than Clerk.

Will need to create budget for costs eg printing, postage, stationery, advertising, refreshments etc. New bank account may be required.

Need to apply for Grant; however Heywood Parish Council will fund expenditure until funds received. Application cannot take place until after 1 April 2018.

Agreed to request HPC to set aside £1,000 as start up amount.

Terms of Reference to be drafted by Parish Council Clerk.

Members will need to declare interests.

Action on these items to be deferred until after initial consultation meeting.

Documentation for NPSG to be posted on HPC website as above.

Identifying logo/crest/picture for neighbourhood to be adopted.

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TG

• **Members**

Additional members of NPSG to be invited, to be found among owners/occupiers of residences or businesses in the Parish ie those who live or work in Heywood (stakeholders).

Identify potential new members – Facebook page to promote and gain interest?

To include the agent for WWTE, Hawke Ridge Business Park representative, Heywood House.

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JM, PT

• **Initial consultation**

Agreed that meeting to be held for all stakeholders in Parish, to be called “Heywood Neighbourhood Plan Awareness Meeting”. To consist of a rolling session between 1430 and 2000 hrs, on Friday 20 April (tbc).

Venue will probably be Club Ice/Players on WWTE at no cost; refreshments to be provided by them (tbc) (cost?).

Questionnaires/suggestion slips to be passed out to visitors on arrival, to be collected on site or returned via boxes at The Ham Post Office, Royal Oak (tbc).

Displays at consultation to include:

- a. maps and photographs of neighbourhood;
- b. articles about local community assets;

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- c. explanation of purpose of Neighbourhood Plan;
- d. other Neighbourhood Plans in Wiltshire, already published;
- e. explanation of questionnaire;
- f. suggestion point.

Display boards will need to be provided.

- **Publicity**

Suggestions include:

- a. White Horse News, adverts or articles;
- b. fliers to be distributed door to door;
- c. posters on Parish noticeboards;
- d. leaflets.

- **Next meeting:**

To finalise plans for meeting in April, and contents of questionnaire.

To be on Thursday 15 March 2018 at 1600 hrs, venue tbc.

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21/02/2018