

## HAZELBURY BRYAN PARISH COUNCIL – NEIGHBOURHOOD PLAN COMMITTEE

### Minutes of a meeting held on Tuesday 2<sup>nd</sup> August 2016 at 7 pm in the village hall

**8/16 Present:** Ian Stevenson (IS), Keith Harrison (KH), Liz Stockley (LS), David Maughan (DM), and Malcolm Wilson (MW). 1 member of the public was also in attendance.

**9/16 Apologies for absence:** Received from Val Rubie

**10/16 Adoption of the minutes of the meeting held on 5<sup>th</sup> July 2016:** The draft minutes circulated were approved subject to one change. In minute 5/16/v the words “to bother with” should be replaced by “the viability of creating”.

**11/16 Matters arising from these minutes:** MW reported that the intention to create a NP has been formally lodged with NDDC. This will be advertised on the Dorset4u web site for four weeks to allow representations to be received. NDDC then has a further four weeks to determine the application. In the meantime it is worth continuing with work in anticipation of approval.

**12/16 Terms of Reference - to consider the draft terms of reference for the Committee:** These had been prepared and circulated in advance of the meeting. Agreement was deferred pending clarification of the requirements relating to a register of interests, and consideration of the HBPC Standing Orders and Code of Conduct, all of which to be circulated by MW.

#### **13/16 Public consultation event:**

**i) to agree a date** It was **agreed** the community event will be held on Saturday 8<sup>th</sup> October, between 10.00 am and 4.000 pm. MW **will book** the hall.

**ii) to agree the design and content of the “flyer” to be delivered to each household** It was agreed the flyer needed to be eye-catching and informative, and highlight the benefits of creating a NP and the dangers and implications of doing nothing. Richard Stockley had prepared a Lord Kitchener “Hazelbury Bryan needs you and your ideas” design which is eye-catching. The narrative could be printed on the reverse. It was **agreed** that IS/KH will work on a final draft form of words and then liaise with Richard Stockley (volunteered by his mother, LS!) on a final design. The flyer will go out as a complete edition of Bryan Bytes. It was **agreed** the flyer should be delivered by the end of September. To allow for printing and delivery the final text will have to be ready to go to the printers soon after the middle of September. It was **agreed** volunteers would attend the shop/pub/school etc with leaflets in advance of the event. Invitations will **be sent** to businesses (shop, pub, Woodrow Feeds, cafe, Judds, Richards, farms etc).

**iii) to consider a plan for the day, matters to be covered etc** The existing Parish Plan will form a good starting point for teasing out people’s views. Key themes and areas where input is needed will be displayed. DM **will speak** to the Art Club to see if they have display boards that can be used. MW **will** circulate the examples used in Shillingstone which might provide a useful starting template. Refreshments **will be provided**, parish council to pay, details **to be agreed**. The merits of a prize draw were considered based on people attending and giving feedback – precise mechanics of how this will work need to be agreed. At the next meeting, the plans for the day will need to be finalised as much as possible.

**iv) to consider a request from Hall and Woodhouse to engage with the Committee** H&W would be welcome to attend Committee meetings and the public event, as would any interested parties.

**14/16 To consider any other relevant matters:** None raised

**15/16 Next meeting:** To be held at 7 pm on Tuesday 6<sup>th</sup> September in the village hall

**16/16 Close of meeting:** With no further business to discuss the meeting closed at 8.00 pm.