

## **HAZELBURY BRYAN PARISH COUNCIL – NEIGHBOURHOOD PLAN COMMITTEE**

### **Minutes of a meeting held on Tuesday 6<sup>th</sup> September 2016 at 7 pm in the village hall**

**17/16 Present:** Val Rubie (VR), Liz Stockley (LS), Ian Stevenson (IS), and Malcolm Wilson (MW).

**18/16 Apologies for absence:** Received from David Maughan, Keith Harrison and Jill Noades

**19/16 Adoption of the minutes of the meeting held on 2<sup>nd</sup> August 2016:** The draft minutes circulated were approved.

**20/16 Matters arising from these minutes:** These were covered in the agenda

**21/16 Flyer for consultation event: to finalise the design and content:** The final draft was approved as circulated save for one typo which MW will correct before sending to print. It was agreed it should be printed on a bold colour paper, yellow or orange. MW hopes to have them back from the printers by 17<sup>th</sup> September leaving ample time for delivery. Extra copies will be ordered for the shop, school etc.

**22/16 Public consultation event on 8<sup>th</sup> October 2016: to agree as far as possible details for the day, including volunteers, display boards, maps, questionnaire, prize draw etc:** The display boards are booked. This will be one of only a very few public consultation events and so the opportunity should be used to glean as much information as possible on people's views. IS had considered a possible programme for the display boards as follows:

- 1 – Summary of Parish Plan
- 2 – Have views changed? What do you like most/least about HB etc – post-its and pens required
- 3 – Future developments, with a good map, SHLAA sites etc
- 4 – Green spaces to protect
- 5 – Development – what and where – post-its and pens required
- 6 – Details of post codes
- 7 – Any volunteers to join the N Plan group?

It was felt this provided a very good framework for the day

It is important the committee and as many parish councillors as possible are able to attend on the day and provide information and help in a positive way. VR has two volunteers to help with tea and coffee, and LS will arrange cakes. MW will organise the maps, wine for the prize draw, plus pens & post-its and any other requirements. He confirmed the parish council would cover the costs

IS had circulated a draft Questionnaire to be completed on the day. MW confirmed the responses are important evidence of information gathering needed for the Plan. IS volunteered to collate the information from the completed forms.

**23/16 Terms of Reference, Interests etc:** It was noted that in terms of local interests these were limited to home addresses for committee members and spouses, and all committee members will be asked to confirm this. Committee members should also complete the Code of Conduct.

**24/16 Next meeting:** To be held at 7 pm on Tuesday 4<sup>th</sup> October in the village hall

**25/16 Close of meeting:** With no further business to discuss the meeting closed at 7.55 pm.