

South Wingfield Neighbourhood Plan

Steering Group Meeting

7.30pm on Tuesday 21st February 2017
Parish Room, South Wingfield

MINUTES

Present: Katherine Furby (Clerk), Jane Roche (Chair), Yvonne Billetop, Julian Gawthorpe, Chris Handforth, Cllr Geoff Johnston, Cllr Mark Renshaw, Philip Smith and Andie Smith

1. Apologies for Absence

Craig Walker

2. To Receive and Approve the Minutes of the Meeting held on 17th January 2017:

The Minutes were agreed and signed by the Chair as a true record of that meeting–
Resolved

3. Finances

The next grant will be available from 1st April 2017, new applications are open now.

The £1,000 grant applied and received was originally for the services of Helen Metcalfe. It was decided that this should now be changed to £500 for the services of Helen Metcalfe and £500 towards the cost of producing the household survey. NP group to inform the clerk when details of how the £500 to produce the household survey are known (printing costs, delivery etc) the Clerk to then inform Locality of the changes.

4. Household Survey

Philip Smith has carried out extensive work on drafting the household survey, a copy of this was given out to the group for discussion and consideration for changes/additions etc. The group decided that the Parish Map should be displayed in A3 size, the conservation area is also to be added to the map and included in questions 7 and 25. Suggestions were made to include a question regarding the conservation area and possible changes to the front cover. Jane Roche to look at drafting a front cover.

Contact to be made with Crich and Wessington Parish Council to find out information on how they handled the distribution of the household survey and how many copies were supplied to each household.

NP Group to contact PC for assistance delivering the household survey when a plan has been formed on how this will be done.

A copy of the draft household survey to be sent to Helen Metcalfe.

5. NP Project Plan

To be discussed at the next meeting.

6. Parish Council Neighbourhood Plan Working Party

Updated versions of the Constitution, Terms of Reference and Clerk Job Role Description were all agreed by the Neighbourhood Plan Group.

7. AOB

Members were asked to consider how to advertise the household survey prior to the next meeting. The Parish Council to assist with advertising where possible. Cllr Mark Renshaw to get a quote for a leaflet to accompany the survey.

A working party meeting to be held prior to the next meeting to further discuss the household survey.

Next Meeting – Tuesday 21st March 7.30pm, Parish Room.