

HARGRAVE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 22 July 2019, 1900 hrs at Hargrave Village Hall

PRESENT: John Brotherton, Ruth Hall, Chris Hopper, Martyn Leonard, Nick Pollard, and Ros Sheppard.

APOLOGIES were received from Janice Brotherton, Jonathan Gunthorpe, Savitri Pollard and Maggie Priest. (Robin and Victoria Sykes have declined to serve.)

1. The Chair, Nicholas Pollard opened the meeting and thanked everyone for attending.
2. The Minutes of the last meeting were approved and accepted as a true record.
3. The purpose of a Neighbourhood Plan and its mandate at the Annual Parish meeting was recapped and discussed. It was agreed the plan timescale would be 25 years (2020-2045). It was agreed that the parish boundary should be the designated area for the HNP. This will be submitted to the parish council for approval. Action: NP
4. The Terms of Reference for the HNP Steering Group were discussed and signed by all those present.
5. Aspects of the Glapthorn Neighbourhood Plan were presented and discussed as the population of the village is of a similar size to Hargrave. The need to collate evidence was emphasised
6. Methods of working for the Steering Group were discussed. It was agreed that meeting should be monthly and open to the residents should they wish to observe. Minutes will be published on the Parish Council website and on the village notice board. The importance of meaningful engagement with all villagers and the gathering of a robust evidence base and how this would be achieved was discussed.
7. A draft outline of a proposed HNP was presented and section topics allocated to each SG member to research and prepare 'open' survey questions. Those draft questions to be circulated by each member amongst the wider SG for everyone's further contribution and refining over the next three weeks, circulating between all the SG members. NP will collate the questions together in the last week of August to draft up a questionnaire for circulation ahead of the next SG meeting. The intent is to review the questionnaire and finalise for use at the next SG.
8. A proposed schedule of work for the next 12 months was presented, demonstrating how surveys will inform policies and through the policies the development of the HNP. Including the process of review, referendum and adoption by ENDC. The whole process is anticipated to take approximately two years.

The bulk of the work for the Hargrave SG is in the first 12 months.
9. The need for paper, ink, flip charts and a large village map that can be laminated and mounted on a stand was discussed. It was agreed that the Parish Clerk would be asked for £1000 from the HNP budget to cover the cost of materials for the next 12 months. Action: Ruth and Nick
10. Ruth will circulate a schedule of work with dates for future SG meetings.

11.The next meeting of the SG will be held **Monday 9th September 1900 hrs 2019 at** Hargrave village hall.

10.There being no other business the meeting closed at 8.55 pm.