

Hargrave Neighbourhood Plan Steering Group

Minutes of the meeting held on 9 September 2019, 1900 hrs at Hargrave Village Hall

PRESENT: Janice Brotherton, John Brotherton, Duncan Farrington, Jonathan Gunthorpe, Ruth Hall (Secretary), Chris Hopper, Martyn Leonard, Nick Pollard (Chair), Savitri Pollard, Maggie Priest and Ros Sheppard.

APOLOGIES: none.

- 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 the role of the Steering Group, including its terms of reference and code of conduct were reviewed. A schedule of work for the development of the plan was presented.
- 4.Budget and resources: Hargrave Parish Council has allocated the SG £500 for 2019. The Parish Clerk is able to obtain large display boards from Stanwick Parish Council for the SG. Flipcharts, whiteboards and largescale, laminated maps etc will also need to be purchased.
- 4.The draft questionnaire was reviewed and discussed. Ruth to draft additional questions on community safety. Duncan will condense the section on employment. Nick to collate the final draft.
- 5.A youth questionnaire and or a workshop for children in the village hall was discussed.
- 6.It was agreed that residents should have the option to download copies of the questionnaire from the Parish Council website. Ros will find out how many hardcopies are needed per household.

7. Duncan will obtain quotes for printing the survey. ALL to investigate possible typesetters.

8. There being no other business the meeting closed at 9.50pm.