

**MINUTES of the MEETING of FEERING PARISH COUNCIL NEIGHBOURHOOD PLAN
COMMITTEE held on
MONDAY 18 January 2016
@ 8.0 pm in the Parish Office**

COUNCILLORS PRESENT

Ms L Blackburn (Chairman)
Mr Paul Lees (Finance Officer)
Mrs M Lakin
Mr M Bonner
Mr J Inglis

**COMMITTEE MEMBERS ALSO
ATTENDING**

Mr I Standingford
Mrs Stobart
Mr N Henry
Mrs A Diggins (Secretary)

- 01/2016 WELCOME AND APOLOGIES**
Cllr Blackburn welcomed everyone to the meeting. Apologies were received from **Cllr Evans, Mr Leslie, Mr Tuckfield, Mrs Tuckfield and Mrs Oldroyd.**
- 02/2016 DECLARATIONS OF INTEREST**
None
- 03/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING**
The Minutes of the Meeting of 14 December were **AGREED**, proposed **Cllr Lakin**, seconded **Cllr Inglis**, and signed by the **Chairman** as a true record.
- 04/2016 MATTERS ARISING FROM THE PREVIOUS MEETING**
Any matters arising would be covered in the Agenda.
- 05/2016 BUDGET**
Cllr Lees reported that there had been no spend against the budget since the last meeting.
- 06/2016 TIME PLAN**
There were no changes to the dates on the Time Plan, however it was felt that a different format would be useful showing what had been achieved – **Mrs Diggins** would take this forward.
Action: Mrs Diggins
- 07/2016 EVIDENCE GATHERING**
Housing Survey – text regarding the Drop in Session on the 13 February would be added to the covering letter. **Mrs Stobart** would confirm whether it would be possible for the forms and envelopes to be delivered to the Parish Office by the 29 January so that an arrangement could

be made for the volunteers to come on the 30th to collect with the aim of the forms being delivered to residents that weekend, if at all possible, and returned to RCCE by the cut-off date of 28 February. **Mrs Diggins** would contact the volunteers to ask whether any would be willing to assist with the delivery. **Cllr Inglis** would also put a request for assistance on Facebook and Twitter.

Action: Mrs Stobart, Mrs Diggins and Cllr Inglis

Character Assessment – only a summary of the Character Assessment was needed in the sustainability appraisal, **Mr Mednuik** had pulled together some very useful information on most of the areas in the village from which Cllr **Inglis** would produce a summary as required.

Action: Cllr Inglis

School workshop - **Cllr Lees** reported that he would be arranging to meet with the Head of the school shortly.

Action: Cllr Lees

08/2016 PUBLICITY AND COMMUNICATION

Cllr Inglis would put an update on Facebook and Twitter regarding the Drop In Session – he would also put something in the Parish Magazine and Tribune.

Action: Cllr Inglis

09/2016 TRAINING AND SUPPORT

The next RCCE networking event would be taking place on Saturday 6 February.

10/2016 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

None

11/2016 DATE OF NEXT MEETING

It was **agreed** that the next Committee meeting would take place on **Monday 15 February at 8.0 pm** in The Parish Office.

A further meeting had been arranged for **Monday 1 February at 8.0 pm**. The aim of this meeting was to look at materials to use for the workshop on 13 February.

The meeting closed at 9.40 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 15 February @ 8.0 pm

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Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----