

## MINUTES OF A MEETING HELD ON TUESDAY 11<sup>th</sup> APRIL, 2017

Subject	Description	Actions
<b>Present:</b>	Geoff Chapman (Chair), Ruth Knight, Wendy Tilley, Nick Tilley, Pip Hartley, Emma Turner, Sue Robinson, Peter Waggett.	
<b>Apologies:</b>	Hannah Pearce	
<b>Minutes of last meeting</b>	The minutes of the meeting held on 7 <sup>th</sup> March had been accepted as an accurate record of the meeting.	
<b>Declarations of interest</b>	None	
<b>Neighbourhood Planning questionnaire</b>	<p>The meeting had focused on finalising the Neighbourhood Planning Questionnaire, following the pilot and review by members of the team. Feedback from the pilot had been helpful and constructive.</p> <p>The following had been agreed:</p> <ol style="list-style-type: none"> <li>1. The document would be fully justified (currently left justified), page numbers included and produced in the current font size.</li> <li>2. A covering letter and brief introduction would be included at the start of the questionnaire. This would include information relating to ensuring accessibility for all (eg how to request a larger font document).</li> <li>3. The detailed document produced by HP would be included <b>after</b> the questions using a glossary format.</li> <li>4. <b>Part 2:</b> 2.8 Change wording to match 6.1/7.1. 2.8 'Separation from other settlements'. 2.5 Merge 'local jobs and businesses' with 'shops and services' and include an additional category 'bridleways'.</li> <li>5. Part 3: Para 2: amend 'attached plan' to Map 1 Consistency with five/5 and ten/10 3.1 Amend third band to 16-19.</li> </ol> <p>Three printing quotes had been received with Newbury College being the most competitive . The following had been agreed:</p> <ul style="list-style-type: none"> <li>• ET to search out the distribution lists used by the VT and plastic wallets.</li> <li>• Areas/roads to be allocated</li> <li>• RK to email Newbury College to accept their quotation.</li> <li>• The document would be emailed to Newbury College on Monday 24<sup>th</sup> April (<a href="mailto:reproava@newbury-college.ac.uk">reproava@newbury-college.ac.uk</a>). Our contact there is Neil on 01635 845282. 400 copies would be required.</li> </ul>	<p>PH</p> <p>GC</p> <p>GC</p> <p>PH</p> <p>ET</p> <p>GC</p> <p>RK</p> <p>PH</p>

## NWNP

	<ul style="list-style-type: none"> <li>• The documents would be collected either by ET on Tuesday afternoon 25<sup>th</sup> or RK or SR on Wednesday morning 26<sup>th</sup>.</li> <li>• SR and RK would meet on Wednesday afternoon (26<sup>th</sup>) to sort into ten packs with covering distribution sheet (plus PH if needed)</li> <li>• 26<sup>th</sup> or 27<sup>th</sup> April' RK to distribute to all members of the team.</li> <li>• Team to distribute questionnaires and collect approximately one week later.</li> <li>• A spreadsheet would be devised so that all members would be able to input the responses from their respondents (working in pairs?) to allow for later merging.</li> </ul>	<p>ET/RK/SR</p> <p>SR/RK</p> <p>RK</p> <p><b>All</b></p> <p>GC/PW to devise</p>
<p><b>Communications</b></p>	<p>GC had received (and circulated) an email from HARRAR concerning affordable housing. The representative would be invited to give a brief presentation on this at the next meeting.</p> <p>GC had received a contact email from 'Eventure Research outlining their services, which had included work with Neighbourhood Planning groups.</p> <p>GC had provided a link to NWNP from the Parish Council (village) website.</p>	
<p><b>Next Meeting</b></p>	<p>The next meeting will be on <b>Wednesday 17<sup>th</sup> May 8pm (date and venue to be confirmed).</b></p>	