

NWNP

**MINUTES OF A MEETING HELD ON MONDAY 4<sup>TH</sup> MARCH 2019**

Subject	Description	Actions
<b>Present:</b>	Geoff Chapman (Chair), Ruth Knight, Wendy Tilley, Nick Tilley, Emma Turner	
<b>Apologies:</b>	Peter Waggett, Sue Robinson, Hannah Pearce, Pip Hartley	
<b>Minutes of last meeting and matters arising</b>	The minutes of the meeting held on 11 February 2019 had been accepted as an accurate record of the meeting. Other than those itemised on the agenda, there were no further matters arising.	
<b>Declarations of interest</b>	Declarations of interest for specific sites will be noted as and when the specific sites are discussed.	
<b>Site assessment</b>	<p><b>Progress since the last meeting:</b>            Site photos had been uploaded to dropbox.            The spreadsheet had been updated, and circulated, to reflect the desktop activity.            A letter had been written to be sent to landowners (currently with PC clerk).            GC had round a report on 'locality'. It had been suggested that we would use a similar format for our report when all site assessments had been fully completed, using the spreadsheet as our working document. GC would do a 'mock up' of one site for the next meeting.            B and D had suggested we adopt a more granular approach to our site gradings (not just green, amber, red). This would be addressed at the next meeting.            It had been noted that all members of NWNP should keep up to date with the site assessment spreadsheet and feedback any relevant comments.</p>	<p>GC</p> <p>GC</p> <p>All</p>
<b>Identifying green spaces and local facilities</b>	SR and RK had researched some other local neighbourhood plans to come up with a suitable format for our neighbourhood plan. Brief notes had been circulated to the group and suggested spaces and a way forward had been agreed. RK would write up a draft version for the next meeting	RK
<b>Project bid</b>  <b>Grants</b>	It had been agreed that we would need to identify a project brief to include 'where we are at' and 'what we want to achieve' and seek quotes for support to write up the NP. The NWPC would require three quotes. GC would put together a project bid and seek three quotes for support in writing up the Neighbourhood Plan	<p>GC</p> <p>GC</p>

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	Grant applications for the financial year 2019/20 had not yet opened. GC would make a bid for grant funding when the above exercise had been completed.	
<b>Presentation</b>	It had been agreed that the group would work towards a summer date for the presentation of shortlisted sites to villagers. Early and late dates in the school summer holidays had been suggested.	
<b>Future meetings</b>	It had been recognised that we needed to meet more regularly than monthly, but fortnightly meetings might be too close to get actions completed. A three week spacing had been suggested for the next two meetings (Monday 25 March and 15 April). Future dates would be discussed at the next meeting.	
<b>Date of next meeting</b>	Monday 25th March 2019, 8pm. Venue: Malden House	