

## SWINFORD PARISH COUNCIL

Minutes of Neighbourhood Plan Advisory Group meeting 21 & 28 March 2016

Members present: T Briars (TB), B Clapham (BC), A Hannant (AH), D Steele (DS), M Wright (MW), G Mold (GM), L Osborne (LO)

**1. Apologies**

G Kirk (GK), J Robson (JR)

**2. Declaration of interest**

None

**3. To agree the minutes of the last meeting 25 February 2016**

**Resolved:** To accept and sign as a true record

**4. Decide Open Day Content**

It was decided that the SG would create slides containing information extracted from the questionnaire analysis and presented via projectors. The structure around the room would follow the same order as questionnaire for familiarity. The boards produced by Your Locale containing the more generic and technical information would go in-between where content logically flows. The team will each have crib sheets to help with answering as many questions as possible and refreshments would be provided. A signing in sheet to gather details will be useful.

It was agreed that more information around the maps was needed. Using the maps provided by HDC, attendees will be asked to have their say again.

**Resolved:** The team worked on pulling information together to populate the themes for the slides (attached). LO/BC to finalise content ready for next meeting. TB to recruit volunteer to man refreshments. TB to produce crib sheet pack for review. MW to source extension leads. TB to create a signing in sheet.

**5. Stakeholder Letters**

**Resolved:** TB is in possession of the stakeholder letter and distribution list and will issue accordingly.

**6. Flyer**

AH produced flyer for review.

**Resolved:** All happy with content. TB to print and provide copies for delivery. The village was split between the team.

**7. Date/Time of Next Meeting**

**Resolved:** Next scheduled meeting to be held on Monday April 4<sup>th</sup> at 7.30pm in the Village Hall

The meeting closed at 9.30pm