**Stoke Ferry NP Working Group Meeting**

**MEETING Notes 4th March 2020**

**Start time:** 6pm

**Venue:** Stoke FerryVillage Hall

**Members Present:** Sue Lintern(Chair), Sandra McNeil, Trudy Mann, Anne Corrigan (Note taker)

**Apologies:** Bette Hopkins (personal), Jim McNeil (sickness), Carol Lee (personal) Andy Hayward (work)

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| **Item** | **Action** | **Deadline** |
| 1. **Agree previous meeting notes x 2**   Ratify at next full meeting. |  | 10th March |
| **2. Check progress against timeline/project plan.**  2.1 All Tasks up to the end of February have been completed on schedule. Future tasks for March/April:   * Prepare costings for 2nd funding application to be submitted in early April * Write up Character Appraisal (agreed with Rachel Leggett: deadline could be extended from end March by 1 month) * Consultation 2 a & b – Stakeholder Engagement, identify stakeholder groups, businesses, community groups, health, police, youth etc. | JMcN/AC  BH/CL  All | End of March  End of April |
| **3. Skills Audit**  3.1. To be reviewed and discussed at a future full NPWG meeting. |  |  |
| **4. Treasurer**  4.1. TM agreed to be Treasurer for the NPWG, and SL agreed to deputise as and when necessary. | TM/SL |  |
| **5. Agree a Communications Policy**  5.1. JMcN can provide NPWG updates to the NP and SFPC websites, The Village Pump, village posters and bulletin boards within the SF parish only, without need of prior consent from the SFPC.  5.2. Note: The Village Pump - NPWG monthly update is already published as part of the SFPC monthly update.  5.3. Promotion of our work on Facebook sites to be restricted to SF only.  5.4. SL clarified that Press Releases and social media updates have been agreed by the SFPC.  5.5. Any communication to be agreed by all NPWG members.  5.6. SFPC suggested that a hard copy of the NPWG report is pinned to the following noticeboards, Village Hall, the Churchyard (agreed by Kit Hesketh-Harvey), the corner shop and Bonnetts (subject to owner’s agreement). | JMcN  All |  |
| **6. Consultation 2.**  6.1. The draft list of businesses and social groups was reviewed and allocated between SL/TM and SMcN/AC as the NPWG members volunteering to complete Consultation 2.  6.2. SMcN to update draft list and circulate for agreement at next full NPWG meeting on the 10th March.  6.3. A list of Landowners within the Parish was drafted for review at next meeting. | SL/TM  SMcN/AC  SMcN  All | End of April |
| **6. Next Meetings**  6.2. Sub- meeting to be held on the 10th March at 7pm,  Pineapple Coach House. Draft Agenda:   * Character Appraisal approach and work required * Consultation 2 - NPWG members agreement * Dates for Andrea Long ‘drafting policies’ workshop in May | All |  |
| Meeting ended at 6:55pm. |  |  |

These notes have been agreed as a true record of proceedings:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_