**Stoke Ferry NP Working Group MINUTES of MEETING 21st January 2020**

**Start time:** 8pm

**Venue: Trafalgar House, Bridge Street, Stoke Ferry**

**Members Present: Jim McNeil (Chair), Sandra McNeil, Sue Lintern, Bette Hopkins, Trudy Mann, Andy Heyward, Carol Lee, Anne Corrigan (Minute taker)**

**Apologies: None**

**Absent: None**

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| **Item** | **Action** | **Deadline** |
| **1. Quick Update on Gus Hesketh-Harvey** Gus kindly wrote that she will not after all be joining the group as she has relocated to Norwich | Completed |  |
| **2. Agree and sign-off previous Minutes for 19th December 2019**   | Completed |  |
| **3.** **Member input to WG Agendas**3.1. JMcN asked everyone to contribute to and amend where necessary the monthly Agenda when it is circulated | All |  |
| **4. Declaration of Interest Forms**4.1. All Working Group members shared their completed forms with the Group | JMcN to pass on to the PC Clerk  |  |
| **5. Local Plan Housing Allocations**5.1. JMcN to circulate the email with Local Plan allocations to all members | JMcN | asap |
| **6. Revising Vision and drafting Objectives** 6.1. Working Group revised the Vision statement drafted at the 18/1 workshop.6.2. The Working Group drafted a set of objectives. AC agreed to write-up the revisions and circulate.6.3. JMcN to send the agreed Objectives to Rachel Leggett on Thursday eve 23/1 | AC | 22/123/1 |
| **7. Next Meetings**7.1. Wednesday 5th Feb, 6 – 6:50 Village Hall 1. To Prep for Consultation Day on the 15th Feb 2. Members to bring & share their completed Skills Audit sheets7.2. Monday 24th Feb, 8pm Pineapple Cottage Full meeting DRAFT Agenda :* Feedback from the Consultation Day
* Decide whether to include Site Allocation as part of our work (as this will affect what we include in our funding application)
* Agree a Communications Plan – SL will then draft
* Develop a Business Stakeholder listing
* Grant funding – progress on our 2nd application
 | AllAllAll |  |
| **8. Communication**8.1. Consultation day – leaflet advertising the event 8.1.1. AH to recirculate the designed leaflet to all members 8.1.2. SL to confirm that Andrew can do a leaflet drop to all households the week before the consultation day. | AHSL |  |
| **9. Any Other Business** None |  |  |
| **Next meeting 5th Feb at 6pm** |  |  |
| Meeting ended at 21:45 |  |  |

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

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