**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 | 22/1  23/1 |
| **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 sheets  7.2. 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 | All  All  All |  |
| **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. | AH  SL |  |
| **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**: \_\_\_\_\_\_\_\_\_