



Walkeringham Neighbourhood Plan

Steering Group Meeting

Minutes of the meeting held on 17 August 2016

Walkeringham Village Hall

Present: C Howard (Chair), A Hayward (Co-ordinator), D Edwards, R Capp, S Beard, G Oxley, J Roberts, D Johnson, I Heath, P Covill and G Crossland

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting

2. Apologies

Apologies were received from M Dilly, S Spencer, P Hooton and R Wormald

3. Approval of Minutes

The minutes of the meeting held on 21 July 2016 were approved.

4. Review and Finalise detailed Questionnaire

C Howard presented the second draft questionnaire which now included suggestions made at the previous meeting. Agreed to add blurb at the beginning of the questionnaire outlining what the NHP was about and to include parish maps for reference. C Howard to give instruction to the marketing company, Osiris to design and print the questionnaire

5. Distribution of Questionnaire

A Hayward to contact all members of the Steering Group and Parish Council to ask for volunteers to distribute the Questionnaire. A Hayward to compile distribution lists.

6. Next Steps

Agreed to meet briefly on 14th September to hand out Questionnaires and distribution lists for distribution

7. Items for the next agenda/Date of Meeting

Next meeting: Wednesday 8th September – 6.30pm village hall. Training Session with Helen Metcalfe.

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Chairman

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Date