

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held Tuesday 18th March 2021

1. Present
Alan Young (AY)
Bev Barker (BB)
Llyn Adams (LA)
David Nicholson (DN)
Clare Cotterell (CC) – Clerk, Houghton Parish Council
 2. Apologies - none
 3. Following Sarah Hughes (TVBC) response and suggestions/comments, David made changes to the draft Plan accordingly and re-issued to SG ready for reg 14 consultation process. There are a few more additions to be made but information is required from TVBC and it as agreed these would be added following the consultation process .
 4. David worked through the Action Plan for reg 14 consultation. Precis as follows:
 - Reg 14 Consultation dates agreed 12th April – 7th June 2021
 - Clare to send letters to land owners re Local Green Spaces
 - Draft Plan to be uploaded to website
 - Flyer for every household – double sided (comments box on reverse of flyer)
 - Poster to be displayed
 - Banner suggested (similar in style to Coffee Morning one)
 - Advertise on village Facebook page
 - Two Parish Councillors to be nominated as contacts re answering queries from parishioners
 - Collection box to be placed in Village Hall porch for responses
 - Print a few copies if anyone requests a hard copy of the draft Plan
 - Press release
 - Comments will be sent to CC who will forward to DN at end of consultation period
- Note: DN will send templates, etc. for above documents/flyers by 25th March
5. PC to hold an extraordinary meeting to agree reg 14 consultation .
Meeting to be held 7.30pm 30th March
 6. SG to seek printing sources for flyers, posters and banner.
Also, access available grant/s for printing costs.
 7. SG will meet via Zoom to discuss delivery of flyers, posters and banner.

Next meeting: TBC