

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held Monday 29 January 2018

1. Present
 - Alan Young (AY)
 - Llyn Adams (LA)
 - Sue Otten (SO)
2. Apologies - Bev Barker
3. Minutes of the previous meeting were agreed.
4. Matters arising:
 - a. Specialist advice: it was agreed that no further action should be taken until we have discussed the Neighbourhood Plan and its development with the personnel from TVBC next week.
 - b. TVBC visit: agenda items:
 - i. Advice re collation and analysis of data from surveys: good practice
 - ii. Clarification of the development of the report in line with national and local policies / guidelines and any other relevant documents
 - iii. Hints and tips from experience of development of other plans?
 - iv. What assistance can TVBC offer? What to go elsewhere for? And where?
 - v. Expectations from TVBC of this committee
5. Survey: approximately 70 completed surveys have been returned. SO will do a final 'mopping up' email to chase any more.
6. Any other business:
 - a. Whilst disseminating the surveys, 3 volunteers have offered to join the committee – await discussion with TVBC before inviting them to join
 - b. AY and Ingrid Burt to meet Jane Windibanks and Claire Jenkins (TVBC) on 7 Feb 2018 to discuss final arrangements for the planned housing survey.
 - c. AY will contact chair at Charlton to arrange a meeting for discussion/support.
7. Date and time of next meeting: 8 Feb 2018 at 3.30, Ashley House