

Houghton Parish Local Development Plan
Steering Group meeting
Agenda for Monday 24 July 2017

1. Present
2. Apologies
3. Questionnaire
- a. V1 review / discussion
- b. discussion re layout / printing / IT version
4. AOB
5. Date and time of next meeting
- 6.

Houghton Parish Local Development Plan
Steering Group meeting
Agenda for Tuesday 15 August 2017

1. Present
2. Apologies
3. Minutes of the previous meeting
4. Matters arising
 - a. Additional group member
 - b. Launch timescale
5. Terms of reference
6. Housing survey update
7. Traffic survey update
8. Questionnaire
 - a. v2 review / discussion
 - b. discussion re printing / IT version
 - c. discussion re distribution and collection
 - d. analysis
9. AOB

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held Tuesday 11 July 2017

Present

Bob Marshal (BM) - Chair
Alan Young (AY)
Lyn Adams (LA)
Sue Otten (SO)

1 Matters arising – see following record

2 Facilities

In the absence of any solution to a dedicated premises for the group to meet, work and store documents, it was decided to try and do without for the time being. The group would continue to meet in each other's houses / other, and would hold records and documents themselves. The situation will be revisited in December at which point any requirement to a change in practice can be discussed.

3 Additional group member

Those present felt that an additional group member would be an asset and provide further breadth of knowledge and expertise to the group however no personnel have thus far been identified as potential new member.

Action: All: recruit additional member

4 Launch timescale

The aim is to present the project to the village at the coffee morning in September.

Action: AY: to confirm date

All: presentation ideas

5 Financial

LA agreed to keep and maintain financial records for this project

6 Other business

- Questionnaire:

SO will have a draft ready for a meeting with AY and LA on 24 July. Any changes will be made and a subsequent version will be available for the next meeting.

Suggestions for topics within the questionnaire will also be collected from a 'Suggestions Box' at the village coffee morning ensuring that local concerns are reflected in the questionnaire.

It was agreed that the questionnaire would be piloted before dissemination around the village.

