**Meeting of Neighbourhood Planning Steering Group held on Wednesday 15 March at 6.30pm at Grimsargh Village Hall**

**Present:-** Councillor Mrs Lindsay Philipson (Chairman); Councillor Terry Cryer; Councillor Mrs Lynda Cryer; Councillor David Hindle; Councillor Keith Middlebrough; Anita Orchard; Dave Orchard; Damian Perkins; Kevan Thompson; David Willis and Sue Whittam.

Lindsay welcomed everyone to the meeting and briefed everyone on possible health and safety considerations for tonight’s meeting. A warm welcome was given to Anita and David Orchard who had volunteered to help with the Steering Group. Both Anita and Dave gave a brief background about themselves. Apologies were received from City Councillor Neil Cartwright. The Clerk reported that Neil Mawdesley and Mr & Mrs Smith were unable to commit to the Steering Group due to other commitments.

**Update on Progress so far**

Lindsay informed the Group that the Business Breakfast event had been held on 15 February but unfortunately there was only Damian, Eileen and herself who turned up at the village hall. However, Eileen had contacted everyone by email and this included those who had been interested but couldn’t attend the breakfast event.

**Next steps**

Lindsay explained that the next task would be to focus on the questionnaire which would be delivered to all houses in the village. Sue had placed examples of questionnaires produced for other Neighbourhood Plans on drop box. Eileen said she would add Anita and Dave to drop box so they could look at the information on there.

It was decided to review the theme groups and see which groups could be linked together. This would enable people to work in groups and formulate the questions on their themes which would then form part of a draft questionnaire.

The following theme groups were agreed:-

Employment & Business - Damian, Dave and Anita.

Housing, environment, access and infrastructure – Eileen, Kevan and Sue.

Health, wellbeing, community & social, safety & security – David W, Keith, Terry and Lynda.

Ecology & heritage – David H, Eileen and David W.

It was agreed that each of the above groups would meet to discuss the possible questions on their themes that would then form part of the questionnaire. The potential questions would be forwarded to Sue by 21 April 2017. A draft questionnaire would then be presented to the next meeting of the Steering Group on 3 May 2017. It was further agreed that when each theme group arranged their meeting then they would let Lindsay know so she could attend the theme group meeting if she wished.

**Other issues/ideas**

It was agreed that copies of the photographs taken by Cllr Neil Cartwright should be obtained to help build up the evidence base.

Keith suggested that having a float at the Field Day event would be a good idea to promote the Neighbourhood Plan. All agreed this was an excellent idea and that members of the Steering Group should suggest ideas for the float – a possible Neighbourhood Plan hero to tie in with the Field Day “hero” theme may be a possibility. Also involvement of the Brownies, Rainbows and Guides in designing our float would be appreciated if this could be arranged.

It was agreed that 1,500 copies of the Parish Council newsletter should be printed in June (usual amount 1,200) to promote the Neighbourhood Plan and to give advance warning about the questionnaire.

It was also agreed that a large banner should be produced to promote the Neighbourhood Plan – saying our village, our future.

**Date of next meeting**

The next meeting of the Neighbourhood Planning Steering Group would be held on Wednesday 3 May at 6.30 pm at Grimsargh Village Hall. At the meeting the draft questionnaire would be discussed.