

Waddingham and Brandy Wharf Neighbourhood Plan

Project Team Meeting Minutes 15 August 7.00pm Village Hall.

Key Objectives

Prepare questionnaire for distribution

Attending

Alison Watson, Andrew Yates, Colin Metcalfe

Apologies

Paul Williams, Laretta Williams and Sandi Harvey

Community Time

No members of the public attended.

Date and Time of Next Meeting

19 September 2017 at 7.00pm Village Hall.

Approval of Minutes 18 July 2017

Last meeting minutes approved and signed by AW.

Financial Update

Grant monies received £2255.00 in Waddingham Parish Council account.
Reimbursed A Watson for printing, envelopes and drop box costs, total **£426.04**.
Prepare spreadsheet of payments for file and Parish Council **Resolved**.

Pre-consultation Questionnaire

Distribution of questionnaire Monday 21 August 2017 **Resolved**.

Preliminary Findings Event

Presentation Saturday 28 October 2017 2pm-6pm, provide refreshments
Resolved.

Agreed Actions

Insert questionnaire into envelopes	AY
Questionnaire distribution Waddingham	CM/AW
Questionnaire distribution Brandy Wharf	LW/PW
Cover Drop Boxes and place in relevant locations	AW
Prepare spreadsheet of payments	AY
Place Preliminary Findings Event advert in The Triangle	AW

Meeting Closed

7.45pm