

Waddingham and Brandy Wharf Neighbourhood Plan

Project Team Meeting Minutes 17 October 7.00pm Village Hall.

Key Objectives

Prepare questionnaire findings for presentation at 28 October 2017 Event
Approve accounts for payment: Exhibition Boards £92.99

Attending

Alison Watson, Andrew Yates, Colin Metcalfe, Sandi Harvey, Laretta Williams,
Paul Williams

Apologies

None

Community Time

One member of the public attended

Date and Time of Next Meeting

21 November 2017 at 7.00pm Village Hall.

Approval of Minutes 19 September 2017

Last meeting minutes approved and signed by AW.

Financial Update

Exhibition Boards costing £92.99 for 28 October 2017 Event, request submitted to Clerk, Waddingham Parish Council for payment **resolved**

Spreadsheet of accounts distributed to all members by AY.

Request Clerk, Waddingham Parish Council to claim VAT **resolved**

Presentation 28 October 2017 Event

CM proposed 4 sheets per exhibition board showing results of survey and include;

statement of explanation, relevance/comments, implication of results, highlight Localism Act and space for feedback – suggestion post-it-notes. Large scale maps AO size of the Parish and Waddingham to be printed in order for areas for possible development to be highlighted. Meeting to further develop 19 October 2017 with CM, LW AY. Consumables for event required (post-it-notes, biros, highlighters, and Velcro coins) **resolved**

Event Banner to be located on the Village Green highlighting event **resolved**

Agreed Actions

Provide refreshments Presentation Event	AW
Collect “Next Event’ Banner & Install	AW & CM
Create Parish/Village Map & arrange AO printing	AW
Purchase consumables for Presentation Event	AW
Presentation layout meetings	CM,LW, AY
Present spreadsheet of accounts at next PC Meeting	AY

Meeting Closed

8.20pm

Appendix

Spreadsheet of Accounts

Exhibition Boards Invoice