

Waddingham and Brandy Wharf Neighbourhood Plan

Project Team Meeting Minutes 18 April 7.00pm Village Hall.

Key Objectives

Review content of pre-consultation questionnaire for printing and distribution

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

Apologies None

Community Time

Three members of the public attended and participated in discussions throughout the meeting.

Date and Time of Next Meeting

16 May 2017 7.00pm Village Hall.

Apologies received from Andrew Yates

Approval of Minutes 21 February 2017

Last meeting minutes approved and signed by CM.

Pre-consultation Questionnaire

Daniel Evans new NP Co-ordinator at WLDC and was unable to attend tonight's meeting due a prior engagement but will meet with members at WLDC at an agreed time.

Three quotes received for printing:

Scunthorpe Instant Print £ 582.00

Lincoln Print & Copy Centre £ 649.75

Nettl of Scunthorpe £220

Concerns by members of the public as to the quantity of information on the front page of the questionnaire, *resolved to move to the back page under further information.*

Amendments to questionnaire; *resolved to include Care Assisted Dwellings on Page 3, change tick box colours to pink.*

Proposal by a member of the public to place an advert in the Triangle that the questionnaire will be arriving for completion and again 4 weeks later that it has to be returned in the relevant drop boxes; *resolved to action.*

Proposal that the front cover of questionnaire drop boxes and all related NP paperwork has consistent image; *resolved to action.*

Required Actions by Next Meeting

Correct and amend draft questionnaire version 7	LW
Create graphic for front cover	AY
Find list of listed buildings and forward to LW	AW
Distribute amended questionnaire V8 for approval	AW
Arrange meeting with Daniel Evans	CM
Investigate Freepost account with WLDC	CM
Prepare drop boxes for help requests	LW
Notice in Triangle about coming questionnaire	AW
Create information posters for Parish notice boards	LW CM

Meeting Closed

8.20 pm

Appendix

Draft Questionnaire V7