

# **Waddingham and Brandy Wharf Neighbourhood Plan**

## **Project Team Meeting Minutes 21 March 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

**Apologies** Alison Watson, Andrew Yates

### **Community Time**

One member of the public attended and took a full part in discussions throughout the meeting.

### **Date and Time of Next Meeting**

18 April 2017 7.00pm Village Hall.

### **Approval of Minutes 21 February 2017**

Last meeting minutes approved and signed by CM.

### **Next Steps**

Funding will be required in order to print the questionnaire; therefore CM will invite Luke to the next meeting to enable the draw down of funding.

By the next meeting the questionnaire should be ready to go.

Quotes will have been found for the printing.

An outline plan of the next steps will be written.

See attached plan

### **Required Actions by Next Meeting**

Correct and amend draft questionnaire LW

Draft a plan for immediate next steps LW

Quote for printing

Find list of listed buildings	CM
Invite Luke to next meeting	CM
Investigate Freepost account with WLDC	CM
Prepare drop boxes for help requests	LW
Notice in Triangle about coming questionnaire	LW
Create information posters for Parish notice boards	LW CM

## **Meeting Closed**

8.55 pm