

Waddingham and Brandy Wharf Neighbourhood Plan

Project Team Meeting Minutes 18 July 7.00pm Village Hall.

Key Objectives

Review content of pre-consultation questionnaire for printing and distribution

Attending

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

Apologies

Paul Williams

Community Time

No members of the public attended.

Date and Time of Next Meeting

15 August 2017 at 7.00pm Village Hall.

Approval of Minutes 20 June 2017

Last meeting minutes approved and signed by AW.

Tractor Rally Feedback

A worthy event with positive comments and an understanding and recognition of the process. Contact details provided by several residents. ***Resolved to request Village Hall Committee to invoice for 5 hours use.***

Financial Update

Offer of Grant received 7 May 2017, Ref. No. NPG03261 £2255. Acceptance of offer and completed Due Diligence returned 10 July 2017. Awaiting monies.

Pre-consultation Questionnaire

Revised quotes received from the printers: Nettl of Scunthorpe £340, Lincoln Print & Copy £541.45 plus vat, Scunthorpe Instant Print £505 plus vat. **Resolved to accept Nettl of Scunthorpe quote.**

Amendments: further comments, no prepaid envelope, drop box sites and telephone numbers. **Resolved to amend and forward to Nettl of Scunthorpe in pdf format for production.**

Archive boxes purchased and placed at Village Hall, Marquis of Granby and Post Office, Waddingham. **Resolved.**

250 A4 envelopes to be purchased and distributed with questionnaire for return. **Resolved.**

A3 posters to be printed, laminated and displayed around the village requesting questionnaire to be completed and returned by 15 September 2017. **Resolved.**

Advert to be placed into the September issue of The Triangle and Waddingham Parish Council website as per the poster. **Resolved.**

Agreed Actions

Questionnaire amendments	AY
Forward PDF Format for printing	AW
Source and purchase Drop Boxes & Envelopes	AW
Print A3 Posters	AY
Laminate & Display A3 Posters	CM
Request Invoice from Waddingham Village Hall Committee	AW
Place advert in The Triangle	AW

Meeting Closed

8.00pm