Neighbourhood Plan Working Group

APPROVED Minutes of NPWG Meeting Friday 7th November 2025

9.00am The Narthex, St Michael's Church

Present: M Hall, V Shrubsall, M Wood, A Carr, Cllr A Cooper , A Oliver (Clerk)

Apologies: n/a

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1. To approve the minutes of the meeting of 3rd October 2025. (previously circulated).
   The minutes of the working group meeting of 3rd October 2025 were confirmed and signed as a true record of the meeting.

2. To review drop-in event of 17th October. Action points, future work streams.

   The meeting discussed the drop-in event which presented a summary of the responses to the public consultation held in June/July 2025, plus an analysis of the emerging themes. Comments included:
   - disappointment with the the low attendance
   - attendees were engaged and spent considerable time reading the material. Many left comments and gave feedback to members of the WG.
   - the presentation of the responses worked well and was well received by the attendees.
   - Attendees endorsed the WG analysis of the comments and emerging themes.

   The WG discussed learning points for future events. In particular the group explored ideas to increase attendance and draw a wider cross section of residents: including timing of the event, publicity, venue.

3. To note proposals received for Design Codes consultancy work and to confirm the decision on the appointment of a Place Studios.

   The WG considered the proposals received in response to the brief issued to 4 consulatncies.

   It was resolved to confirm the decision to appoint Place Studios and accept their quote.

4. Feedback on initial meeting with Place Studios 5th November 2025- review information shared so far.

   Margaret Hall noted that Place Studios had made detailed preparation for the meeting and were already familiar with many of the published documents. Margaet provided further background information and highlighted additional documents relevant to their brief.

5. To consider arrangements for Place Studios one-day workshop 4th December 2025 including places to be visited.

   It was agreed to hold the meeting at the RBL Clubhouse, 10.00am-4.00pm; to provide a working lunch; members of the working group to accompany the consultants on a journey around the village following the route agreed by the working group.

   It was agreed to approve a budget of £150.00.

6. To review NPWG Financial Statement: Noted.

7. To agree date, time and venue of next meeting: Design Code workshop 4th December 2025.

Anne Oliver, Parish Clerk, 8th November 2025

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