

Neighbourhood Plan Working Group

APPROVED Minutes of NPWG Meeting Wednesday 23rd May 2025

9.30am Village Hall (Maple Room)

Present: Alison Carr (ACrr), Margaret Hall (MH), Vivien Shrubsall (VS), Cllr Ann Cooper (ACpr), Michael Wood (MW), Anne Oliver (AO) (WHPC Clerk)

Apologies: N/A

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1. To approve the minutes of the meeting of 23rd April 2025 meeting. (previously circulated).

The minutes of the working group meeting of 23rd April 2025 were confirmed as a true record of the meeting.

2. To receive comments on the draft survey documents and to finalise the NP Surveys:

- a. Adult Survey
- b. Young Persons NP Survey.

The meeting considered feedback from advisor Janvrin Edbrooke and agreed final versions of the surveys.

Action: MW to revise a map to be included in the survey.

3. To decide the logo for the NP project.

The meeting agreed

- a. the logo to be used in publicity material, plus
- b. a smaller version to be included in the survey documents

Action: MW to provide the logo in sizes for a banner, survey documents (A4) and posters (A3)

4. To consider arrangements for the survey and agree actions and approve costs:

- a. Subscription for Survey Monkey

AO reported that the subscription payment had been processed and was awaiting completion.

Action: ACrr to circulate a link to the surveys to Working Group Members

Action: All NPWG members to test the survey and feedback to MH deadline 5pm 28th May.

- b. Publicity to launch the survey

The meeting agreed

- the wording for a banner to publicise the survey.
- Posters to be placed in the Parish Council's noticeboards
- To approve printing costs, £100+vat.

Action: MH/AO To issue a press release

c. Newsletter article.

The meeting agreed an article to be published in the Parish Council's newsletter to be distributed from 7th June.

d. Summer Fete

It was agreed that members of the Working Group would join the Parish Council at the PTFA Summer Fete on 28th June:

- To publicise the Neighbourhood Plan project
- To encourage residents to complete the survey.

5. To receive an update on meetings with village group and organisations:

- a. West Hill Pre-School
- b. West Hill Wasps
- c. Village Hall
- d. West Hill Primary School
- e. Kings School?
- f. RBL
- g. Church: PCC? Welcome Café?
- h. Village Groups: Women's Group

MH/ACpr reported on a meeting with representatives of the Pre-school. Meetings with other groups were scheduled.

6. To review NPWG Financial Statement (no change) **Noted.**

7. To agree date of next meeting:

Next meeting Friday 4th July 9.30am Maple Room , VH.

23rd May 2025

Anne Oliver, Parish Clerk

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