

Chew Valley Neighbourhood Plan Steering Group Meeting No.14 at Hinton Blewett Village Hall, 7.30 pm, Monday 20th July 2015

Agenda

1. To receive apologies
2. To approve the minutes of previous meeting and update on actions
3. To finalise venues suitable for display the full Options document
4. To compile list of significant parish assets
5. To discuss Options document, feedback and distribution arrangements
6. To finalise arrangements for Drop-In sessions
7. To produce maps for Drop-In sessions by Sub Groups
8. Finance and VAT
9. Any other business
10. Date of next meeting: Monday 21st September 2015

Meeting dates for 2015: 21st September, 19th October, and 16th November.

Agenda - background information

2. To approve the minutes of previous meeting and update on actions
Action 2(a): Reminder to ALL PCs: **Parishes were asked again to check accuracy of data recorded on parish GI maps. A nil return was requested from all parishes.**
Action 3(c): **Nick H to ensure landowners aware before the next meeting.**
Action 4(d): Sub groups draft options to be circulated to all groups. Complete
Action 4/1: Liz R to arrange urgent date for Liz R, Liz B and Julie O'R plus one rep from each: Complete
Action 4/2: Liz R to arrange Chew Valley Gazette advert with dates etc. Complete
3. To finalise venues suitable for display the full Options document: Suggested venues already advised with draft Options document. Alternative or additional venues to be advised by **Friday 17th July latest**
4. To compile list of significant parish assets: **This is a task for the Facilities Sub Group** – all that is required is **a list of the assets listed in B&NES Rural Facilities Audit by parish.** The **location of the assets** will need to be indicated on a map – LR to supply. May now be possible with Parishes Online as CVNP has joined for a year and can use the full features of the site.
5. To discuss Options document, feedback and distribution arrangements:
 - Any amends, grammatical errors are needed urgently in order to meet production deadline of booklet for distribution before the first drop-in session.
 - To finalise questions sheet for Drop-In sessions. Draft to be circulated as soon as possible.
 - Draw up a list of who, in addition to households, should receive copies.
 - It is proposed that the consultation closes on 10th September.
6. To finalise arrangements for Drop-In sessions: This will included display materials, refreshments etc.
7. To produce maps for Drop-In sessions by Sub Groups: Julie O'Rourke will help with arranging printing of maps
8. Finance and VAT: Authorisation of cheque payments.
9. Any other business
10. Date of next meeting: Monday 21st September 2015