



Delivering Quality Services to
Coxhoe & Quarrington Hill

All correspondence to:

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Minutes of the proceedings of the Neighbourhood Planning meeting held at 7.00pm in Coxhoe Village Hall on Wednesday 13th January 2016.

1. **Apologies:** R Mayo and W Lavelle.
2. **Declarations of Interests.** None.
3. **Neighbourhood planning previous meetings.**
4. **Minutes of the Neighbourhood Planning Public Meeting held on the 16th December 2015.** These were circulated for information.
5. **Action Points from Neighbourhood Plan Meeting 16 December 2015**
 - 6.1 Clerk to circulate the Minutes from the 21st October and 25th November meetings.
 - 6.2 All Members joining the Steering Group need to be aware of NPP Framework; DCC Local Plan and its revisions and the CPRE 'A Guide to Neighbourhood planning'.
 - 6.3 Clerk to create a NP Contact list of all local groups/organisations with contact details so all interested individuals can be informed of progress, activities and events.
 - 6.4 Clerk to draft invite to traders for a meeting early in February prior to council meeting at 5.30pm.
 - 6.5 Draft brief Neighbourhood Plan information sheet for circulation to local groups and organisations with the offer to visit and talk about Neighbourhood Planning for their needs.
 - 6.6 Clerk to obtain maps of the parish area illustrating ownership of land and peripheral key areas from DCC
 - 6.7 Clerk to identify through Gavin Scott contacts and contact details for all key DCC departments to assist with Neighbourhood Planning and what information they hold or can supply to assist with the Steering Groups efforts.
 - 6.8 The Steering Group needs to review methods of reaching and communicating with all in the parish and the opportunity to provide a specific website for this issue.
 - 6.9 Clerk to contact Utility companies and request any general strategic information they hold on the villages. AM would draft a letter on behalf of the Clerk.
 - 6.10 Clerk to make initial contact with statutory consultees.
 - 6.11 It was agreed that the March Chronicle would be carry an article on Neighbourhood Planning and include dates and information on events to be held.
 - 6.12 A date will be set in March for a Consultation/Exhibition meeting.
 - 6.13 A Neighbourhood Plan questionnaire is to be designed that can also gather PP3 information for general use throughout the process.
6. Next meeting – date to be arranged.