



Neighbourhood Plan Working Group

Agenda for our Fourth Meeting: Tuesday August 4th 2026

Methodist School Room / Teams

1. Apologies for absence
2. Agree minutes of last meeting (attached)
3. Feedback from July Parish Council meeting (approvals etc.)
4. Matters arising / actions review

#	Action	Who	When	Status
March 2026 meeting				
1.10	Invite James Campbell to meet us and to the Parish Meeting	Sue Reid	April 23 rd	Contact is Joan Jackson. PG / DG met on July 10 th .
1.12	A paper communications route will be set up for the digitally excluded	PG / Comms Lead	TBC	Carried forward
April 30th 2026 Meeting				
2.10	Notify other stakeholders of the decision to produce a NP	Clerk	15 th May	DG to prepare a list of stakeholders. DG / JF to draft the letter. Sue to send out on behalf of the PC
10th June 2026 Meeting				
3.1	Put updated project plan on website	DG / PG	15 th May	Complete
3.2	Set up FB account for NDP	JF	31 st May	Complete
3.3	Set up YouTube channel for NDP and post videos publicising 20 th June	JF	15 th May	Complete – new video 1 st August
3.4	Meet village organisations (e.g. WI, Coffee Mornings, Churches) to talk about NHP	JF / PG	Ongoing	
3.5	Put regular updates in the Parish Magazine	JF / PG	August – for September edition	Complete / ongoing
3.6	Set up OneDrive account	PG	30 th June	Complete but needs to migrate to PC system
3.7	Set up a register of all the comms we have done (retrospective & ongoing)	JF	30 th June	Complete / ongoing

3.8	Approach the History Group to ask them to support the Heritage & Local Character WG	RS	20 th June	
3.9	Approach Rod Hepple-Wilson (Community facilities) and Jackie Holder (Transport) about the two remaining sub-group leads	PG	11 th June	Complete
3.10	Approach agreed people about sub-group membership before 20 th June	PG	15 th June	Complete.
3.11	Approach Adept Consulting to check scope on surface water in common drains, check if capacity of sewage treatment is in scope and understand reduced terms if YW decline to engage	CE	20 th June	Complete 11/6
3.12	Get approval from PC to spend up to £1,500 on Phase 1 of the Adept proposal subject to the above	PG	16 th June	Complete / approved
3.13	Arrange tables / refreshments / table card holders for 20 th June meeting	PG / RS	20 th June	Complete
3.14	Send out a meeting reminder – to our volunteer list + PC mailing list (via Steve)	JF	15 th June	Complete

5. Project Management

DG

6. Sub-Groups Update:

a. Comms

JF

- Approve draft Communications Plan (paper awaited)

b. Housing provision & affordability

JH

c. Heritage & local character

RS

d. Flooding & utilities capacity

CE

- Consultant study update

e. Transport & access

RHW

- Approval to purchase traffic monitoring equipment (paper awaited)

f. Green spaces

PC

g. Community facilities

RH

7. AOB

8. Date of next meeting