

FOXTON NEIGHBOURHOOD DEVELOPMENT PLANNING GROUP

Minutes of Meeting held 12th March 2014.

Present.

Steve Burnet, Meryl Cumber, Wendy Felton, Maureen Fox, Michael Hadley, Adele Hull, Lorraine Quaid, Bernard Rice, Mike Ward, Margaret Wright (Chairman).

Apologies. David Chambers.

1. Minutes of 4th February Meeting. Agreed.

2. New Member. Wendy Felton has joined the Group.

3. Correspondence Practice. In order to keep all informed use the “Reply to All” button when replying to emails. Always ensure that the Secretary is copied in to any correspondence.

4. Amendment to Constitution. It had been proposed that the Constitution be amended to include Declarations of Interest, it was decided however that it would be sufficient to record these in the minutes of the present meeting.

Declarations as follows:

Steve Burnett.	Land between nos. 16 and 28 Main Street.
Lorraine Quaid.	Land between nos. 16 and 28 Main Street.
Maureen Fox.	Land between Vicarage Drive and Middle Street.

5. Reports.

a) Progress on First Consultation Exhibition.

Large scale maps have been printed by Matthew Bills. Site information needs to be drawn on.

Proposed that meeting room is hired before the Exhibition to allow a dummy run with the boards. The cost of the boards is uncertain until nearer the date.

Suggested that exhibition comment pads have age group, location in village/parish and board number.

There should also be the site owner’s brief and matters for consideration.

Margaret will produce a board management list.

Wendy will check to see if any boards are available from her company.

Mike to send a letter to site owners asking if they have any photographic material that they would wish to have displayed at the exhibition.

b) Update on website. This is up and running. Inputs needed.

c) What we have now. A collection of photographs giving a representative picture of the village/parish has been compiled and will be given to Margaret on a memory stick.

d) Letter. Target date for Steve's letter and plan is 9th April.
Address list to be sent to Adele who will do a mail merge and print out all the letters.
One letter per house and letters will be from the FNDPG rather than an individual.
Envelopes to be hand written so they are less likely to be treated as junk mail.

6. CRT/HDC Meeting. Arranged for 27th March in RMH.

7. Sites. Matthew to be asked to comment on possible problems with any of the proposed sites prior to the exhibition.

Date and Venue of Next Meeting.

Monday 31st March at 34 Swingbridge Street.

Circulation:

Group Members.

Parish Clerk.

Matthew Bills. HDC.

Kerry Farnsworth.