**PRESHUTE PARISH COUNCIL**

Minutes of the **Neighbourhood Plan Working Group** meeting held on Tuesday 16th February 2021 at 7pm remotely through Zoom.

**Meeting 5 - 2020/21**

**Present:** Cllr Peter Morgan, Cllr Simon Mills, Ian Mellor and Cllr John Clark.

**In attendance:** Sophie Roberts (Clerk) **Apologies:** None

1. The minutes of the meeting on 2nd February 2021 were approved as a true record and will be signed at the next available opportunity.
2. Finance - The application for the Locality Grant for 2020/21 has been approved. The sum falls slightly short of requirements for this financial year due to the cost of printing being slightly higher than anticipated but it is hoped it may be possible to add this minor shortfall to our grant application for 2021/22.
3. News & Updates – Cllr Peter Morgan has almost completed the draft submission in response to the Wiltshire Local Plan consultation. The final response will be approved prior to submission by Preshute Parish Council at an Extraordinary General Meeting on Tuesday 23rd February 2021.

A letter has been written to Henry Oliver, Director of the North Wessex Downs AONB informing him about the Preshute Neighbourhood Plan.

1. Media Statement – the Media Statement needs shortening to around 4 sentences. Once approved by the Working Group this can be submitted to the Gazette and Herald and the Marlborough News. **Action Cllr P Morgan**
2. Leaflet – the Group looked at the revised leaflet which is now close to completion. A couple of minor adjustments have been suggested before it is ready for final approval by the Parish Council on 23rd February 2021. Two quotations have been received for the printing of the leaflet and questionnaire; it was agreed to accept the lower cost quotation from Design & Print Image in Marlborough. At the last meeting, the Group agreed the leaflet and the questionnaire would both be hand delivered to every household and business within the parish and would include a postage paid return envelope. It was suggested it would be better for the return address to be within the parish to make it easier for those wishing to return the questionnaires by hand, Cllr Simon Mills kindly agreed for his address to be the central point. The Clerk agreed to print off labels for the return envelopes. It was noted around 70 would be required. **Action Clerk & Cllr S Mills**
3. Questionnaire – The Group approved the revised questionnaire subject to removal of one line and the addition of the Parish Council website details. Although, the questionnaire does have a QR code and a URL printed on it, it was agreed this should also be made available on the website. The Group agreed to try and stick to the original timescales with an aim to deliver out all the leaflets and questionnaires by the end of February 2021.
4. Website – the new Parish Council website is now under construction and could be made available quite quickly. It was agreed not to rush the new website and to utilize the existing one for now.
5. Networking – The Clerk has created a spreadsheet of the Key Agencies & Contacts who will need to be contacted but still requires some additional contact details. A short letter will need to be sent out to be accompanied by the leaflet advising them of the Preshute Neighbourhood Plan, asking them if they have information which may be of assistance to us and whether they have any specific views or issues. Ian Mellor kindly agreed to draft the letter. **Action I Mellor**
6. The next meeting will take place on Tuesday 2nd March at 7pm.

The meeting finished at 8.20 pm.