

## Houghton Neighbourhood Plan (HNP) working group

### Minutes of meeting held Tuesday 12<sup>th</sup> January 2021

1. Present  
Alan Young (AY)  
Llyn Adams (LA)  
David Nicholson (DN)  
Clare Cotterell (CC) – Clerk, Houghton Parish Council
2. Apologies  
Bev Barker (BB)
3. Proposed send Draft Plan to Sarah Hughes for review of Plan.  
Following Sarah's response (hopefully by mid February) David will make any changes to the draft Plan accordingly and re-issue to SG ready for reg 14 consultation process.
4. PC to hold an extraordinary meeting to agree draft Plan (date tbc)
5. David worked through the Action Plan for reg 14 consultation. Precis as follows:
  - Reg 14 Consultation dates to be agreed once DN has issued revised draft Plan
  - Clare to send letters to land owners re Local Green Spaces
  - Draft Plan to be uploaded to website
  - Flyer for every household – CC suggest comments box on reverse of flyer
  - Poster to be displayed
  - Banner suggested (similar in style to Coffee Morning one) – to be discussed
  - Advertise on village Facebook page
  - Two Parish Councillors to be nominated as contacts re answering queries from parishioners
  - Collection box location for responses
  - Print a few copies if anyone requests a hard copy of the draft Plan
  - Press release
  - Comments will be sent to CC who will forward to DN at end of consultation period

Note: DN will send templates for above documents/flyers

**Next meeting: TBC**