



## Working Group Meeting

29<sup>th</sup> September 2014, New Inn, Huby, 7.30pm

1. Apologies
2. Declaration of interests
3. Minutes of last meeting [attached]
4. Matters arising
5. Project Plan review
6. Budget update
7. Site Assessment process – Report back and what next
8. Draft report for consultation – Content and timescales
9. Any other business
10. Date of next meeting

## Action points from Meeting 11/08/14

Action	Who is to do	Timescale
C/fwd: Publish all comments on the village website	Paul and Rachel	Before next meeting
Write to Beki on behalf of the Parish Council to thank her for her contribution.	Guy	Before next meeting
Update the HNP Project Plan	Paul	Before next meeting
Full budget update to be prepared for next meeting	Guy	Before next meeting
Draft a vision statement	Richard and Gary	Circulate draft prior to next meeting
Produce site assessment spreadsheet	Terry	Circulate asap
Write to Whitfield Homes and Dr. Hutchinson to explain the site assessment process	Terry/Guy	Before end August
Carry out site assessment process	Paul, Richard and Rachel	Report to be discussed at next meeting
Continue work on draft Consultation Statement	Terry, Rachel and Kathryn	If possible, draft to be shared at next meeting
Update profile as appropriate	Terry	No date – have it ready as needed
Produce report for next Parish Council meeting, appending Quick Wins progress table	Terry	Send to Guy by 26th August