**Hayton & Burnby Neighbourhood Development Plan Group**

**Mininutes of the meeting held on 20th February in Hayton Village Hall**

Present: Mr M Bettison, Mr D Burn, Mr D Smith, Mr S Sedcole, Mr D Nicholson, Mr N Drewery, Councillor M Stathers.

**1/1 Welcome and apologies:**

 Mr Bettison welcomed everyone to the meeting and introductions were made. There were no apologies for absense.

**1/2Election of Chairman and Vice-Chairman:**

 Mr Sedcole proposed and Mr Smith seconded that Mr Bettison take the position of Chairman. There were no other nominations and Mr Bettison was elected unanimously. Mr Smith proposed and Mr Nicholson seconded that Mr Sedcole take the position of Vice-Chairman. There were no other nominations and Mr Sedcole was elected unanimously.

**1/3 Examination and amendments to draft documents:**

 Mr Bettison gave a brief outline of the progress already made in the process of forming the NDP. He explained that the next phase of the project was the initial Community engagement; this was to be in the form of a Questionnaire and an Explanatory Letter, hand delivered to each dwelling in the NDP Area. A map is displayed in the Village Hall showing the the extent of the area.

Draft copies of the Steering Group "Terms of Reference", the Questionnaire and the Explanatory Letter had been sent to and studied by all members of the Steering Group.

Outcomes of the Steering Group's discussions;

The Group were satisfied the the "Terms of Reference" document was fit for purpose in its draft form.

The Explanatory Letter was amended as follows: Reference to "statutory right" was replaced by "more power to influence" The open information sessions modified to include an evening session.

The Questionnaire was modified in several areas. The key amendments were: to include an outline map of the NDP area, to provide a link to the ERYC Local Plan; to number individual questionnaires to facilitate tracking; to grade the multiple choice questions; to modify the wording in section eight to make it clear that contact details would be kept in confidence, and more space left for comments. Mr Bettison agreed to redraft the documents and distribute to the Group for ratification.

**1/4 Any Other Business**

 There was no further business.

**1/5 Date of the Next Meeting and Conclusion**

 The date of the next meeting is dependent on the documents being approved by the Forward Planning Group in ERYC. A meeting date will be decided once this is completed.Mr Bettison thanked everyone for their attendance and help. The meeting closed at 8.50pm.