

Hullavington Neighbourhood Planning Steering Group Meeting No. 1	
Start off Meeting	Date: 2nd September 2025
Attendees: <ul style="list-style-type: none"> • Simon Durrant (SD) • Sarah Tompkins (ST) • Jan Lloyd (JL) • Tracey Tillotson (TT) • Andy Battesby (AB) • Jon Druitt (JD) • PJ Wallace (PJW) 	Location: on-line meeting Actions by Jan Lloyd
Apologies: <ul style="list-style-type: none"> • Mandy House (MH) • Linda Anderson (LA) • Gemma Gould (GD) • Pete White (PW) 	Time: 19.30pm – 20.30pm

ACTIONS: HULLAVINGTON NEIGHBOURHOOD PLANNING STEERING GROUP

Introductions:

- Introductions, apologies and welcome to team given by SD.
- Feedback from Community Meeting No.1 had been very positive during and after the meeting, with over 85 people attending. Suggestions made at the meeting had been captured. **Action: make available to SG (JL)**

Steering Group members & TOR:

- The draft Terms of Reference had been circulated in advance of the meeting. A few minor adjustments were made, including the need to clarify that the SG activities would be focused on the NDP and not other topics of interest e.g., Lime Down, Roads, etc. The SG **approved** the TOR, for forwarding to Parish Council for formal ratification. **Action: forward updated TOR to Chair of Parish Council (JL)**
- Noted that further interests in the Steering Group as a Member or Specialist Advisor were coming through following Community Meeting No.1. **Action: maintain a database of interested parties and skillsets (JL)**
- The positions of Chair (Simon Durrant), Vice Chair (Sarah Tompkins) and Secretary (Jan Lloyd) were **approved**.
- The Role of Young Ambassadors was briefly discussed and with 2 x volunteers already received, will be discussed in more detail at the next meeting. **Action: agenda item for next meeting (JL)**
- The importance of the 30-40 year old age group was noted, with an on-line meeting planned for 3rd October.
- SD is keen to empower members of the Steering Group and future Working Groups to run their activities unimpeded, reporting back to the Steering Group at meetings. He asked people to consider what aspects of the NDP would best suit them to work on. **Action: consider what aspects of the NDP would best fit with own skill sets (All)**

Overview of the NDP Process: (ST)

- The process and timelines of the NDP was covered by ST, using PowerPoint slides to summarise, which included access to the Google Document database and the protocols for using the database appropriately.
- The requirement to demonstrate community consultation, through robust retention of documents, and meetings was noted. It was agreed that a dedicated day / weekend for comprehensive community consultation would be preferable. This would be in early 2026 and will require careful planning. **Action: all to discuss at forthcoming meeting.**
- It was noted that there is already significant information held on the database from the existing NDP, therefore reviewing and updating will be key.

- Noted that expenditure on NDP activities needs to be carefully controlled as no specific budget currently allocated. An outline budget plan will be produced and presented to Parish Council. **Action: produce outline budget plan (all)**

Immediate Priorities and next steps:

- All to familiarise themselves with NDP's, by reviewing Google Drive and the significant amount of background reading held on the database, in readiness for Meeting No. 2. **Action: link to Google drive with documentation to be issued and all to review ahead of the next meeting, with the aim at the next meeting of having greater understanding and ideas of how to move forward (JL/All)**

Date of next Meetings:

- **Wednesday 1st October @ 7pm** (Steering Group Meeting No.2) – location TBC but F2F
- **Friday 3rd October (Time TBC)** – on-line meeting with parents (SD, ST, GG & Sarah Laskey)