APPROVED 7th November 2025

Neighbourhood Plan Working Group

Minutes of NPWG Meeting Friday 3rd October 2025

Minutes Approved 7th November 2025

9.00am The Narthex, St Michael's Church

Present: M Hall, V Shrubsall, M Wood, A Carr, A Oliver (Clerk)

Apologies: Cllr A Cooper

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1. To approve the minutes of the meeting of 19th September 2025. (previously circulated).

   The minutes of the working group meeting of 19th September 2025 were confirmed and signed as a true record of the meeting.

2. To consider proposals (if any received) for Design Codes consultancy work.

   The Working Group considered a proposal received in response to a brief issued for professional support for the preparation of Design Codes and Guidance for West Hill. As further responses were expected a decision on the appointment of a specialist consultant was deferred.

3. Workshop: to identify themes/key messages from the Community Survey to present at drop-in event on 17th October 2025

   The meeting analysed the survey results to identify key messages and common themes arising across the community responses.

   Action: MH to compile the findings and circulate to the group for sign-off.

4. To confirm arrangements for drop-in event

   Publicity for the event was discussed and approved ((banner, posters and social media).

5. To review NPWG Financial Statement: Noted.

6. To agree date, time and venue of next meeting: 9.00am, 7th November 2025, The Narthex St Michael's Church.

Anne Oliver, Parish Clerk, 6th October 2025

Tel: 07450 388198 / 01404 232100 Email: clerk@westhillparishcouncil.gov.uk