**Minutes of a meeting of the Neighbourhood Plan Steering Group held on 3rd July at 7pm in the Community room, Hilmarton**

Present: Mel Wilkins Chairman

 Jasmine McFadzean

 Janet Perrins

 Robbie Fry

 Keith Roberts

Apologies: Matt Ash

 Chris Holmes

 Frances Cleland-Bones

 Mike Lewis

 Paul Doust

 Lynn Hayes

The Chairman stated that he had contacted Anthony Northcote of [Neighbourhood-Plan.co.uk](http://Neighbourhood-Plan.co.uk). The company specialises in providing planning support to Parish councils and Neighbourhood Steering Groups across England to assist them in developing their own Neighbourhood Plan. He had worked with groups from Calne, West Lavington and Oaksey. The cost of this service is £9000. The group can apply for a grant of £9000 to cover this fee in full. As part of his services Anthony would assist in the completion of the grant application form.

It was agreed that we would engage the services of [Neighbourhood-Plan.co.uk](http://Neighbourhood-Plan.co.uk) and request that Anthony address our next meeting. **Note: The Chairman has organised for Anthony Northcote to attend on 4th September at 7pm in the Community Room, Hilmarton.**

It was decided to investigate dates and venues for meetings with Parishioners to be held before the Questionnaire was distributed. It was agreed to hold 2 meetings to cover Hilmarton and Goatacre and to have one on a weekday evening and the other at a weekend during the day. It was felt that this would maximise the opportunity for all parishioner to attend. Meetings have been arranged as follows:

Hilmarton School Hall 2/3rd October at 7pm (TBD)

Goatacre Social Club Saturday 5th October 2-5pm (refreshments to be provided free of charge)

Janet Perrins agreed to produce information that could be distributed on Parish internet sites and as a flyer to households to promote the meetings.