



# Stoke Climsland Parish Council

Email: [parishclerkscpc@gmail.com](mailto:parishclerkscpc@gmail.com)

07853 298595

N

Item No	<b>Minutes – Neighbourhood Development Plan Committee – Wednesday, November 12, 2025</b>
1.	<p>a) To note those present Cllr R Davies (chair); S Foster (via Zoom); N Cooper (via Zoom) and S Cleave, clerk.</p> <p>b) Apologies None.</p>
2.	<p><b>Declarations and Dispensations</b> None.</p>
3.	<p><b>Public session</b> No public in attendance.</p>
4.	<p><b>Agenda items</b></p> <ol style="list-style-type: none"><li><b>1. Develop crib sheet</b> Steve is working on the crib sheet. He will circulate and then finalise and Suzanne will circulate to councillors. A briefing meeting will be held, via Zoom, on Tuesday, November 18<sup>th</sup> at 6.30pm.</li><li><b>2. Councillor training for consultation</b> This will be covered on the crib sheet and during the online meeting.</li><li><b>3. Preparations for drop-in sessions</b> Steve has finished the exhibition material. Richard will get these printed (A2 size). Councillors will need to be at the venue for the drop-in sessions about half an hour before to set up the boards and material. Suzanne will ask The Old School if they can provide refreshments. Letters will go out to the people that own local green space (a Land Registry search can be carried out if the owner is unknown). Emails will be sent out to organisations and local organisations. These documents will tell people the plan is available for consultation for six weeks (actual period from November 17 to January 5). A link will be placed on the parish council website that will take people to the NDP website. There will need to be 20/30 surveys printed off for each drop-in session, and some copies kept in the village shop and post office. Nigel will make a cardboard ballot box where people can post their surveys. Richard will also get a few copies of the plan printed off. A copy will be kept at the Post Office and one at The Old School. There is a possibility of holding a third exhibition just before Christmas, but this will be decided at a later date.</li></ol>
5.	<p><b>Items for next agenda</b></p>
6.	<p><b>Date and time of next meeting</b> TBC</p>

The meeting closed at 12.45pm.