

## Minutes of the Neighbourhood Plan Steering Committee Meeting – 5<sup>th</sup> April 2016

All,

Here are my notes and actions from the above meeting.

Present: JM, MS, TB, DC, CF, CH, LB, AG, JS

1. Apologies Received: CR, JC

2. Minutes of March 1st were accepted. As part of this a discussion took place on the budget status and the outstanding grant request. As LB knows the process very well it was agreed that AG and LB will work on this together and request additional information if needed from the Parish Council. AG will contact the Parish clerk again on the overall level of spend made against the initial grant.

3. March 12th open day - feedback was provided on this and it was confirmed that AG has the post-it notes from the meeting. There have been 3 other sites identified/proposed for consideration in the NP reviews and these sites were reviewed against the overall site assessment criteria and a new site assessment document and scores (version 6) is attached. It will also be updated onto our web site. There was general acceptance by the open day attendees of the site assessments as presented and prioritised although LB recommended that further work needs to be done to ensure village acceptance. The actions agreed for this are given below:

- CF agreed to produce an update that can be posted on the website.
- JM will submit a short update article for the May edition of Contact with a further more detailed update for June
- We will hold 2 village forums where participants as identified by key village groups (2-3 people per group - must be from the village) will be invited to attend to hear the proposals in detail and provide their feedback to the Steering Group
- SF agreed to draft a suggested email that could be used when contacting key groups to ensure consistency of message and the responsibility for contacting the groups was set as follows
  - St. John's Church - MS
  - Rotary/Methodist Church - CH
  - Catholic Church - SF
  - Preservation Society - JS
  - Scouts/Guides/Football Club/Cricket Club - TB
  - Baptist Church/WI/U3A - JM
  - Local Schools - JM to request CR and DH to assist with this

The dates mentioned at our meeting for the forums were May 3rd and 4th. However the 4th is not now possible and so the revised dates are May 3rd and May 5th both to be held in the Methodist Church Hall at 7.30pm.

A core of at least 3 committee members was requested for each meeting and for the 3rd CF, SF and TB offered to attend. For the second meeting JM, JS and CH offered to participate - CH - as the date has changed could you confirm whether this is still possible for you. Other committee members are requested to attend one of the 2 meetings and if you are available could you please let me know your preference so that I can build an overall rota for the nights.

In order to prepare for the 2 forum sessions and develop a meeting guide it was agreed to hold a meeting on April 19th at 6pm in the PC office on this specific topic.

4. Business Survey proposal from CF - CF provided hard copies of the results of the survey at the meeting and a copy of these is also attached. Overall there have been 29 responses out of a 120 total distribution. There was not time at the meeting to discuss the results in detail and so this will be an agenda item at our next meeting.

5. Overall NP programme - it was agreed that we should continue with our preparation for the plan without waiting for the conclusion of the Hart Local Plan. LB confirmed that she is developing draft policies and these will be available by the end of April. Our target should be to conclude the plan by the end of November.

4. AOB - SF raised a question on whether we should have a NPlan stall at the village festival on June 11th. This was considered worthwhile and so SF offered to make this request. MS asked whether the material being prepared for the end of April by LB could include a draft template including headings for what the final plan should look like. LB agreed to this.

5. Date of next meeting - Tuesday 19th April at 6pm. Please let me know in advance if you are unable to attend.

Regards,

John Sage