

WORKING GROUP MINUTES

Minutes of a meeting of the Bledlow-cum-Saunderton Neighbourhood Plan Working Group held on 17th November 2015 at the Lions, Bledlow at 8.00pm.

Present: Simon Breese (Chairman)
 Luca Guerzoni
 Derek Stone
 Andrew Sage
 Paul Castle

1. Quorum

The Chairman noted that a quorum was present and declared the meeting open. Apologies for absence were received from Mima.

2. Update on Saunderton AAP

The WG listened to Andrew's summary of yesterday's meeting. The Cabinet has agreed with the broad conclusions of the Task and Finish Group and approved dropping the Area Action Plan.

Andrew's summary suggests that WDC will provide appropriate funding to support the Neighbourhood Plan. Once the minutes of WDC's cabinet meeting have been published, Paul agreed to approach Charlotte Morris of WDC to confirm the level of budgetary support they will be offering the Parish.

3. Questionnaire

The WG reviewed the questionnaire once more and identified a number of questions that are expressed in the alternative. For these questions, a prioritisation system of "High priority, medium priority and low priority" should be used. For other questions where the choices are not mutually exclusive we will use a "tick all that apply" option to give Parishioners the greatest possible choice.

4. rCOH Recommendations

A "Visioning meeting" took place on 9th November, with the objective of kick-starting the preparation of the Neighbourhood Plan following the formal WDC's decision concerning the geographical area of the Plan.

rCOH has now provided a draft of the notes of the Visioning meeting in which rCOH is recommending that the preparation of the Plan be divided into 5 subject matters managed by an equal number of Expert Groups, as follows.

- a. Saunderton HW. This is likely to be the most technically complex topic. It was agreed that Simon would speak to possible candidates to determine who would lead the Group. Paul would be the WG representative.
- b. Holly Green/Skittle Green/Pitch Green. This will have to be renamed since it is intended to cover all areas with settlement boundaries. Derek has asked rCOH to advise whether we can designate settlement boundaries in the Green Belt/AONB too. If so, we may wish to extend the expert group to cover all areas. Provisionally Derek will lead this group with Luca acting as WG representative. This may be changed if other non-WG volunteers can be found.
- c. Design. This Group will look at ways of improving the quality of design of all new development in the Parish, as well as the boundaries of the existing and potential new conservation areas. Kate Fisher could lead this group with Simon representing the WG.
- d. Community Facilities. There was some debate on whether this Group is needed as the scope for planning policies in this area is limited. Luca and Derek will speak with rCOH to see just how many policies this topic would cover and whether this justifies having a separate group.
- e. Agricultural holdings. The Group could be led by Henry Shaw with Mima representing the WG.

Luca and Derek agreed to talk with rCOH to find out more about the policies which each group could develop and a final decision on the number of groups and what they cover can be taken after that. In any case we should try to make sure that all the topics raised in the questionnaire are also covered by an expert group.

Luca will get a copy of rCOH notes in Word format so that we can comment on it.

5. Communication and Engagement Plan

Luca's November action list was reviewed and approved. Simon will let Derek have the updated draft of the letter to Parishioners in the next day or two.

6. Budget and Grants

Paul noted that there is a need for a formal procedure within the WG for instigating, authorising and placing orders with suppliers whether or not the supply is for budgeted expenditure. Simon and Paul would discuss off-line and liaise with Julie as to how such a WG procedure would dovetail with the PC's purchasing procedures.

It was noted that the first application for the £5k Locality grant had been successful and that the A4A grant application had been submitted and acknowledged.

7. Next Parish Council Meeting

The following issues will need to be discussed and approved by the Parish Council at the next meeting on 3rd December:

- a. Expert Groups: final composition and scope.

8. Next Meeting

The next meeting is scheduled for 14th December at 8pm in the Lions.

9. Any other business

There being no further business the Chairman declared the meeting closed at 11.00pm.

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Chairman