**WORKING GROUP MINUTES**

Minutes of a meeting of the Bledlow-cum-Saunderton Neighbourhood Plan Working Group held on 8th December 2015 at the Lions, Bledlow at 8.00pm.

Present: Simon Breese (Chairman)

 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 and Luca.

1. **Funding**

The WG reviewed Paul’s e-mail of 5th December and agreed to the expense approval process described in it.

Paul advised that the application for a grant from A4A had been rejected on the grounds that there was no clearly identified need for the NP project and that the NP project did not meet one of the A4A programme outcomes.  This will leave a grant income shortfall of £6,050 and increase the budgeted deficit to be funded by the PC to around £22,000 if no alternative sources of funding can be found.

1. **Simon’s Letter**

It was noted that the letter had gone out but the logo and Simon’s signature has been misprinted. Also, two copies had been sent rather than one. Derek has asked iMail for a refund.

1. **Survey**

CIB has withdrawn from the process as they are not able to complete the project on time.

Derek has found another potential supplier for the survey distribution and review and hopes to find out the cost tomorrow. The company (Engagement Planning) has confirmed that they are able to do the work in time and just need to provide us with a quote. Derek was given the go ahead to use them provided Engagement Planning can provide an equivalent service for no more than 10% more than CIB.

If Engagement Planning cannot do it, we will revert to Survey Gizmo. But we will then have to apply to Royal Mail for a Freepost licence and PO Box as soon as possible.

1. **Task Group progress**

The kick-off meeting is on 14th December. Carl has organised the first meeting for the Molins Task Group on 15th December. Andrew will ask Kate when she will organise her first meeting. Derek to ask Sue Bird to join his team. Andrew is putting together his team but hasn’t organised the first meeting yet.

We will recommend that the first meetings of the Task Groups be held on or before 7th January and that recommendations for planning policies be reviewed by the WG by 19th February.

Derek will double-check with rCOH whether a housing needs survey is required.

1. **Community Meetings**

It was agreed that these need only be on Saturday 27th February and Saturday 5th March in Bledlow Ridge and Bledlow Village Halls respectively. We do not need to have meetings on the Sundays too.

1. **Flyer/Leaflet**

Now the dates for the public meetings are fixed, the flyers are ready to be printed. Derek will organise 250 A5 leaflets and 25 A4 leaflets. Derek will try to get this printed this week. Paul requested that the order be placed on 30 day terms to facilitate payment in accordance with established PC procedures.

1. **Next Meeting**

The next meeting is scheduled for 14th December at 8pm in the Lions. Thereafter meetings will be scheduled weekly.

1. **Any other business**

There being no further business the Chairman declared the meeting closed at 9.15pm.

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Chairman