**WORKING GROUP MINUTES**

Minutes of a meeting of the Bledlow-cum-Saunderton Neighbourhood Plan Working Group held on 29th February 2016 at the Lions, Bledlow at 8pm.

Present: Simon Breese (Chairman)

Luca Guerzoni

 Derek Stone

 Andrew Sage

 Paul Castle

In attendance: Henry Shaw

 Kate Fischer

1. **Quorum**

The Chairman noted that a quorum was present and declared the meeting open.

1. **Public Meetings**

Feedback from the meeting. A number of people asked to be able to take away the feedback form and return it at a later time. This is possible provided they get the forms returned to allow them to be processed before the TGs finalise their reports. A few others asked for copies of the posters. Luca will be putting the posters and the survey results on the web-site next week after the meeting at Bledlow Village Hall. Initially it was agreed that the feedback forms would have to be returned by next Wednesday, but following discussions on the timetable (see below) this date can be pushed back to 13th/20th March so that everyone has a reasonable opportunity to comment on the presentations.

Derek will check with Annie Oakley whether Bledlow Village Hall will be free on Friday evening for an early set-up.

Simon will print A3 laminated signs to go outside the hall so that people who are passing are aware that the exhibition is taking place.

We have received 49 feedback forms from the meeting at Bledlow Ridge. These need to be tabulated. Simon agreed to scan them and Andrew said that Mel (his wife) would tabulate the results as soon as possible. Any further feedback forms which miss that deadline can be worked into the next round of changes to the NP following the formal public consultation.

1. **Next Steps after Public Meetings**

Luca took the WG through the next steps in the process described in the slide presentation circulated before the meeting.

We have three key dates coming up (i) approval of the NP draft by the Parish Council, (ii) consultation on the draft NP by statutory consultees and the public and (iii) submission of the proposed NP to WDC for consultation. Consultation under item (iii) will be happening around the same time that the Molins appeal is heard.

If we are to meet the current timetable, the TG reports need to be completed and sent to the WG on or shortly after 13th March so they can be reviewed and then forwarded to the PC by 18th March.

Luca walked through the recommended structure of the TG reports. This is the structure followed by the housing group TG whose draft report has already been circulated.

Under the current plan, rCOH is due to spend 9.5 working days preparing the draft NP. Following a brief discussion as to whether the WG should work with rCOH to prepare the NP or if we should ask someone else, Luca took the action to speak with rCOH (i) to find out what steps are involved in preparing the draft, (ii) to clarify what they will be doing during their 9.5 days’ work in order (iii) to ensure clarity on the respective roles to be played by rCOH and the Neighbourhood Plan Team going forward.

Luca talked about the timetable up to submission to WDC, and in particular the engagement with the community and factoring their comments back into the draft NP. In view of the amount of work required, it was agreed that each TG head should ask members of their respective teams if they would be willing to provide on-going help once the TGs have finished writing their reports.

There was then a discussion about whether the current timetable was realistic in light of the fact that most of the TGs have not yet started to draft their reports and members of the community had expressed reservations about having enough time to provide feedback following the public meetings. As a result of these concerns, it was agreed that the timetable would be pushed back by one month.

Luca will update the timetable.

1. **Budget**

Locality has increased the amount of the grant available for the 2016/17 financial year. This means we can now claim £4,000 rather than £3,000. Paul agreed to draft the application for the next tranche (with Luca’s help) and send it to Locality.

Derek reported that Paul Stinchcombe, the barrister who had advised on the planning arguments on the Molins appeal, had agreed to provide his services free of charge. However, as we may need further advice once we get the feedback from the community, Simon will ask the Parish Council at the next meeting for a modest allowance for further expenditure (if we need it) of no more than £1,000.

1. **Next Meeting**

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

1. **Any other business**

There being no further business the Chairman declared the meeting closed at 10.00pm.

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Chairman