**WORKING GROUP MINUTES**

Minutes of a meeting of the Bledlow-cum-Saunderton Neighbourhood Plan Working Group held on 4th April 2016 at the Lions, Bledlow at 8pm.

Present: Simon Breese (Chairman)

Luca Guerzoni

 Derek Stone

 Paul Castle

 Andrew Sage

In attendance: Henry Shaw

 Matthew Locke

1. **Quorum**

The Chairman noted that a quorum was present and declared the meeting open. Kate Fischer had sent her apologies for absence.

1. **Task Group Reports**

Each Task Group leader (or their representatives) was asked to present the key areas of potential controversy in their TG reports.

Rural Economy and the Environment - Henry felt that nothing in his report was likely to prove very controversial.

Housing Development – the main area of concern is the new settlement boundaries and in particular the extension to GB4. However, Derek felt that, with appropriate communication and discussion during the consultation process, the proposed extension to GB4 could gain majority support in Bledlow Ridge, even if it was unlikely to be accepted by everyone. As far as Pitch Green was concerned, Andrew suggested that the report be amended slightly to address the concerns about the field on Chapel Lane head-on. Derek said he would modify the wording appropriately.

Community Infrastructure – although not all that controversial, Andrew expressed concerns as to whether the commitments to support broadband are deliverable. Luca reminded the group that rCOH’s brief included a review of all policies as to whether they were realistic or not and therefore this concern could be addressed in the draft plan.

South Saunderton – the WG discussed the best way of addressing the quantum of new development at the Molins site in a way that is not harmful to WDC’s appeal. It was agreed that the question could not be avoided altogether given the results of the survey and subsequent feedback. The report will therefore be kept substantially as it is, and Luca will ask WDC if they want to receive the report for review and comment before it is published. The other potential controversial issue is whether or not to mention CIL in the report. Simon felt that it was not appropriate to make (or appear to make) commitments on future spending of CIL. Andrew agreed to amend the report to refer to funding more generally “including possible CIL funding and developer contributions” or something similar.

Design – a few members of the WG mentioned that the report included a lot of extracts from the Chiltern Board Design Guide and suggested it might be simpler for the report to cross-reference the CBDG document instead. There was also some concern that the CBDG was a very wide ranging document and its incorporation wholesale into planning policy might not be practical. Instead it may be better either to limit it to specific sections or to require applicants to include a design statement in the application explaining how they have approached complying with the guide. Derek and Matthew took an action to come up with a recommendation for a design statement and (possibly) requiring WDC to take the applicant’s compliance with CBDG into account when approving applications in the AONB.

All reports need to be updated and filed in Dropbox by 10th April.

1. **Feedback Reports**

These also have to be ready for publication on 10th April.

1. **Neighbourhood Plan Project Plan**

**Review of detailed planning schedule**

The consultation period for the Strategic Environmental Assessment will close on 11th April. So far we have received 2 responses and 1 request for an extension of the consultation process, and are waiting for other 2 responses

Once the TG reports have been filed, rCOH will prepare the draft plan using the template they have already sent us. This will be reviewed at the meeting on 13th April which is being held at 7pm at a location to be agreed. The meeting should be attended by all the WG and TG representatives/ leaders. The draft plan will need to be signed off by 20th April so that it can be made available to the parish councillors well in advance of the May meeting.

Because of a conflict with local elections on Thursday 5th May, the PC meeting at which the pre-submission plan will be presented and approved is likely to be on Wednesday 4th May.

After approval by the PC, the formal “regulation 14” consultation for the pre-submission plan will start. This runs for 6 weeks and is open to comments from the general public as well as the statutory consultees. Andrew will prepare an article for the May edition of the Messenger/Contact setting out some of these key dates and what people will be invited to do.

In addition it was suggested that either Simon or the Parish Clerk would write to all residents of the parish around 11th/12th May alerting them to the consultation process and inviting them to contribute. The letters will be addressed to the occupants, but the envelopes will be clearly marked as relating to the neighbourhood plan.

Shortly afterwards, copies of the pre-submission plan (together with the comment form) will be made available at the churches in Bledlow and Saunderton, at the Bledlow Ridge shop and at the three pubs in the parish. Notices will be posted on each of the parish notice boards and, on or around 16th May, statutory consultees will be notified by e-mail.

Henry will also take the lead in communicating with local landowners and (to the extent practicable) with local businesses through Bucks Business First. We will also have to contact the owners of West’s Yard, the former Molins site and the Coal Yard. Luca will get an updated copy of the electoral roll. Derek has already been in contact with Engage Planning to get a quote for the mailing but has not yet received a reply.

On 1st June we will send a further e-mail to the mailing list reminding people of what is happening. We will also hold clinics on 7th and 13th June at which interested parties will be invited to come and speak with representatives of the WG and parish councillors to air their concerns and provide feedback.

All comments received from the consultation will have to be carefully handled. Luca had circulated an example of how this had to be done. It was agreed that we would need some additional help to record the feedback and that Simon will ask the new Parish Clerk if she would be willing to help.

The revised plan will be approved by the PC once more before being submitted to WDC. WDC will then run a further consultation on the updated plan before the plan is submitted for examination.

**Decision on NPIERS**

The WG discussed whether, in the light of Longwick’s and other’s experiences, it was useful to ask NPIERS to review the final draft plan. The WG agreed that the costs outweighed the benefits and that instead we should look to redirect the funds towards some of the steps described above. Simon will present this proposal to the PC for approval.

1. **Update on Budget**

Paul reported that, as the former Parish Clerk has recently been replaced, we do not currently have a clerk with access to the PC bank account. It was therefore not possible to say whether the next £4k tranche of the Locality grant had been received. Paul had asked the previous and current clerks to liaise in order to monitor the bank account.

1. **Next Meeting**

The next meeting is the one scheduled for 13th April with rCOH at 7pm at a venue to be confirmed. It was also agreed that the WG would schedule a contingency meeting on 21st April (to be cancelled if not needed).

1. **Any other business**

Derek confirmed he had chased Engage Planning to get the original survey results back.

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

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Chairman