**WORKING GROUP MINUTES**

Minutes of a meeting of the Bledlow-cum-Saunderton Neighbourhood Plan Working Group held on 1st June 2016 at the Lions, Bledlow at 8pm.

Present: Simon Breese (Chairman)

Luca Guerzoni

 Derek Stone

 Paul Castle

1. **Quorum**

The Chairman noted that a quorum was present and declared the meeting open. Andrew Sage had sent apologies for his absence.

1. **Parish Council Meeting**

The meeting has been duly convened.

1. **Updated Project Plan**

Luca provided WG with an update on activities over the next 2 months covering the time during which the pre-submission plan will be sent for public consultation and then updated to take any public comments on board.

Whilst the consultation period will be 6 weeks starting on 6th June, a lot of the work will need to be completed, following the end of the consultation on 20th July, so that the plan is ready for review and approval at the PC meeting on 4th August.

As we are entering the summer holiday period, members of the WG will be away for parts of the consultation period and we will need to plan accordingly.

Derek confirmed that Engage Planning has received Simon’s letter and the updated address list and that the letter to parishioners is due to go out tomorrow.

1. **Pre-submission Consultation**

It was agreed that the WG would meet periodically to keep abreast of the progress of the consultation. Provisionally, it was felt that the WG should meet on Monday 27th June and Monday 11th and 18th July. The WG would then have its final drafting meeting on 25th July before signing off the draft plan on 31st July.

Luca will check rCOH’s availability during June and July in case further input is needed from them.

Derek has forwarded the pre-submission plan, sustainability appraisal, flyer and feedback form to Adlam. The documents will be ready by next Monday.

Paul will deliver flyers to the tennis club, the cricket club, Meadow Stiles, the BR Shop, the Boot, BR village hall, the BR notice board near the bus stop, the Golden Cross and the 2 telegraph poles in BR on which the last flyer was put. Luca will deliver flyers to Bledlow Cricket Club. Derek will do the other parish notice boards and the churches at Bledlow and Saunderton. Simon will do PR golf club. Andrew will do BR church. All this will need to be done on 7th or 8th June.

Luca explained that we would be putting 20 copies of the plan (and appendices) together with 4 copies of the Sustainability Appraisal (which includes the Strategic Environmental Assessment) in each of the 6 locations mentioned in the project plan. Derek will do Bledlow/Saunderton churches, Paul will do BR church, the Boot and the Golden Cross and Luca will do the Lions.

The two clinics will be held on 28th June and 6th July. Derek/Paul/Simon will attend the first and Luca/Andrew will attend the second, with Simon as back-up if needed.

1. **Budget**

The costs so far for the consultation are c£600 for Engage Planning. £550-600 for Adlam and c£300-400 for the clerk. There will also be a cost to hire the two village halls. Against this we can off-set a saving of £1,500 for the NPIERS review.

There are no additional costs for rCOH that we are aware of.

1. **Next Meeting**

The next meeting was scheduled for 13th June at 8pm at the Lions.

1. **Any other business**

There being no further business the Chairman declared the meeting closed at 8.45pm.

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Chairman