

**Minutes of the meeting of the Neighbourhood Plan Steering Group
 held on Thursday 1st October 2015 at the Village Hall, School Approach, Weston Turville.**

PRESENT:

Parish Councillors: Martin Jarvis, David Hillier, Mike Munday, Michael Connolly, Dinah Sibley, Mandi Simons

Community Members: Ian Tilleard-Haines, Jenny Puddefoot, Peter Chilman, Keith Fensom

NP1	APOLOGIES Apologies were received from Cllrs J Paterson and C Terry.	
NP2	DECLARATIONS OF INTEREST There were no declarations of interest.	
NP3	TERMS OF REFERENCE The Clerk would draft terms of reference based on the sample obtained from the Planning Aid website and forward to MJ and MS for comment.	Clerk
NP4	MISSION STATEMENT DS agreed to draft a mission statement for the neighbourhood plan.	DS
NP5	BUDGET AND GRANT FUNDING There was a grant of up to £8000 available to parish councils from Localities, this could be applied for once a project plan and budget was in place. A copy of the Neighbourhood Plan guidance and road map produced by Localities would be printed out for each steering group member.	
NP6	PLANNING CONSULTANT One quote had been received from a planning consultant. It was agreed that the Clerk should obtain a second quote and that both would be invited to attend a meeting in order to outline their service.	Clerk
NP7	MEMBERSHIP AND ROLES The steering group members would be: Martin Jarvis, David Hillier, Mike Munday, Michael Connolly, Dinah Sibley, Mandi Simons, Ian Tilleard-Haines, Jenny Puddefoot, Peter Chilman, Keith Fensom MJ would chair the group until it was more established when it was hoped a volunteer would come forward. The Clerk would provide secretarial support to the meetings. Keith Fensom offered to lead on environmental matters. Email would be the preferred method of communication for the steering group.	
NP8	COMMUNITY ENGAGEMENT It was agreed that: 1. A survey for residents would be drawn up and distributed with the WT Times	

	<p>2. A dedicated website would be needed and social media would be used, The Clerk would set up an area on the Parish Council website in the first instance.</p> <p>3. Groups in the village would need to be consulted with and all members of the steering group were asked to email the Clerk with details of groups they were aware of and a contact for the group where known.</p>	<p>Clerk</p> <p>All</p>
NP7	<p>DATE OF NEXT MEETING</p> <p>It was agreed to hold the Neighbourhood Plan Steering Group meetings on the first Thursday of the month at 7.30pm. The next meeting would be 5th November.</p>	

Signed: _____ Dated: 05/11/15