

DENMEAD NEIGHBOURHOOD PLAN

Meeting Notes

<i>Date of Meeting</i>	Tuesday 15 th November 2011 at 2.00pm in the Old School
<i>Present:</i>	Cllr Neil Lander-Brinkley (NLB) Cllr Kevin Andreoli (KA) Cllr Felicity Hull (FH) Cllr Gren Phillips (GP) Cllr Patricia Stallard (PS) John Knight (JK) David Griffiths (DG) Nikki Bowler (NB) Jenny Nell (JN) Steve Lincoln (SL)
<i>Notes taken by</i>	Tony Daniells (TD), Clerk to Denmead Parish Council
<i>Next Meeting:</i>	Wednesday 7 th December 2011, 2.30pm, The Old School

1. Introductions and Notes of last meeting

NLB welcomed Nikki Bowler from Cougar Automation and Steve Lincoln from WCC. Nikki would give input from the business community and Steve would advise the Steering Group based on previous experience with parish plans. Notes from the previous meeting held on 13 October 2011 had been circulated to members of the Steering Group.

2 Updates on Actions

Four members of the SG had met to draft Terms of Reference for the group. Whilst the SG was a working party of the parish council, the ToR's gave the SG a structure and authority to act. There followed a lengthy discussion on the ToR's and other tangential issues surrounding the operation of the group.

- i. Section 3.8 of the ToR referred to a sign off. There was discussion about where the Plan would then be submitted to. JN advised that the process was still developing, may still change and the SG may need to comply with advice and experiences as the process matured.
- ii. It was suggested and accepted that documents should have a version number
- iii. Should the names of individuals be included or the number of representatives from which organization. It was agreed to leave the membership unchanged. WCC officers would be shown as advisors and not members of the SG. The Clerk of the Council would be shown as supporting the group.
- iv. The SG would meet monthly or more often if needed. SG meetings were not open to the public and no public session would be needed. The quorum would be 3 with this being made up from at least two bodies, one of which would be the parish council.
- v. The role of the SG and the Forum was not clearly understood and would require further definition.
NLB would amend the draft ToR's and pass to JN for comment.

3. Report from WCC/DCLG

JN gave an update following the meeting held DCLG in October. She had not attended in person due to be incapacitated at the time. In summary

- i. Different views were being expressed by different government departments. The regulations were complicated and dealt with the process and not the content of a NP
- ii. The need for a referendum had not been confirmed

- iii. Get the process in place, identify volunteers willing to help, raise awareness at the NP launch and get ready to start with the NP
- iv. Treat NP and PP as one. Produce 1 document but recognize that only the NP elements would be subject to examination.
- v. JN outlined the aims of a NP but cautioned that it would need to be in accordance with planning policy and the Core Strategy.
JN would summarise her observations with bullet points.

4. Neighbourhood Plan vs Parish Plan.

SL first listed the key outstanding issues identified as part of the Blueprint exercise and where responsibility to address these could lie. Some could be addressed through Community Planning.

He handed out some hardcopy of slides which showed that a NP and PP could develop in parallel and interflow.

There followed some discussion about the low interest from residents in developing a parish plan. There would be a need to encourage interest in a NP and the launch would provide an opportunity for that. It was generally agreed that the aim was to produce a NP and this is where efforts should be concentrated. If issues dropped out of the process more akin to a PP, then these would be put to one side for later use. A PP did not have to be done but it could coincide and the grant as a Front Runner may not all get used.

5. Neighbourhood Forum launch

NLB had drafted some slides for use at the launch on 25 November. Invites had been sent to some 30 people from various village organisations.

JN had ideas for the launch event on how to get people thinking and involved. It was agreed that NLB would link the event together with JN leading on the interactive sessions.

6. Next Meetings

The project would be publicly launched on Friday 25 November starting at 7.30 pm in the Community Centre.

The SG would meet again on Wednesday 7 December 2011 at 2.30pm in The Old School to review the launch and progress the project further.

Meeting closed at 4.15pm

Copies to Attendees
 Parish and Ward Councillors