**SUMMARY OF WORKING GROUP MINUTES**

Summary of the meeting of the Bledlow cum Saunderton Neighbourhood Plan Working Group held on 8th August 2015 at Meadow End, Skittle Green, Bledlow HP27 9PJ at 3pm.

Present: Simon Breese (Chairman)

 Luca Guerzoni

 Derek Stone

1. **Working Group**
	1. **Membership**

It was agreed that the Working Group should be made up of the following functions.

Chairman Simon Breese

Secretary Derek Stone

Finance Coordinator Derek Stone/Simon Breese

Bridging Coordinator Andrew Sage/Simon Breese

Project Manager Luca Guerzoni

Communications coordinator TBD

Community engagement coordinator TBD

Simon suggested that members of the Working Group approach potential candidates to fill the posts of communications and community engagement coordinators.

It was also agreed that Simon should include a note in the September Messenger/Contact asking for volunteers with web-design and/or PR communications experience to volunteer to take on one of the communications/engagement coordinator roles.

Simon also took an action to contact the owners of the various mailing lists in the Parish with a view to producing a consolidated list.

* 1. **Terms of reference**

As the WG is not a committee of the PC, Derek took the action to update the terms of reference to make this clear and to make the terms less formal.

* 1. **Reports/minutes/forms**

It was agreed that each meeting would have an agenda, minutes and a report out to the PC.

* 1. **Status**

Simon confirmed that an initial budget of £1,000 had been allocated to the Working Group for necessary expenditure in the short term.

1. **Expert Group**
	1. **Membership**

The following expert groups were identified.

Education

Transport and Highways

Housing and Commercial Property

Economy and Retail

AONB/Green Belt

Environment and Green Spaces

Heritage and Architecture

Infrastructure and Utilities

A request for leadership/participation could be included in a future Messenger/Contact article.

The WG considered that it would be a good idea if each expert group had at least one WG member sitting on it. This would make reporting back to the WG and coordination easier.

1. **Project Plan**
	1. **Overall timetable**

The WG was happy with Luca’s timetable. Simon and Luca took the action to discuss the timetable with Charlotte at the meeting on Friday 28th August.

* 1. **Critical path items**

The following items are on the critical path.

Web-site

Luca will talk with the people responsible for designing the SPAG web-site. Derek will talk with Mike Britnell about what the PC web-site is suitable for. As the web-site could represent a significant expense we will need to get funding approved before moving ahead with any provider.

Consultees

Simon will put together a list based on the information he already has.

Planning Consultant

Derek took the action to ask Longwick about their experiences with the planning consultant they had used and also to speak with Phil Irons in case he has contacts. Charlotte Morris has also indicated that Community Impact Bucks provide assistance through the planning consultant rCOH. Neil Homer and Brendan O’Neill are the two consultants at rCOH, Charlotte has worked with previously.

Engagement/Communications Plan

This will be discussed at a subsequent meeting.

* 1. **Grants**

Luca explained that grants from Locality, Lotto and other providers made it clear that expressions of interest should be made and applications filed before any expenses were incurred

Luca agreed to prepare draft applications for funding to speed things up and Simon said he would ask for devolution of authority to apply for funding from the PC.

1. **Planning Policies**

A summary of policies has already been included in Dropbox. Luca had the action to add a few more policies that are missing.

Luca/Simon also took the action to talk to Charlotte about the rules/implications on having site allocation in the NP versus having a non-allocating plan.

1. **Meeting with WDC**

Simon agreed to review the e-mail he had sent to Charlotte and consider whether to add to it or provide a formal meeting agenda for later in the month. That meeting will also seek to clarify how Charlotte wishes to be involved in the process.

1. **Any other business**

Derek will organise a further meeting of the WG, once Andrew is back from holidays and before the meeting with WDC on 28th August.