**WORKING GROUP MINUTES**

Minutes of a meeting of the Bledlow cum Saunderton Neighbourhood Plan Working Group held on 27th August 2015 at Bledlow Ridge Village Hall at 7.00pm.

Present: Simon Breese (Chairman)

 Luca Guerzoni

 Derek Stone

 Andrew Sage

1. **Quorum**

The Chairman noted that a quorum was present and declared the meeting open.

1. **Project Plan Update**

Luca confirmed that WDC had published the area consultation on 24th August with the consultation period ending on 2nd October. Most of the other items on the project plan are currently “work in progress”.

On the timing of meetings, WG meetings will be scheduled for the Monday in the week before the PC meetings so that the WG had time to circulate updates with the packs for the next PC meeting.

On the membership of the WG, Andrew confirmed that he had left messages with one of the potential volunteers who had not yet responded. Andrew is also making contact with another through their spouse. Andrew will follow up with both potential candidates for the two communications roles.

Andrew also agreed to follow up with Kate Fischer whom it is hoped would join the expert group on design matters. Andrew can take a lead on the heritage side. [Note that subsequent to the meeting Simon proposed condensing the number of expert groups to three. This will take some of the pressure of appointing people to lead each of the various groups]

For the other expert groups, it was suggested that we amend “green belt” to “ecology”. Otherwise we may be able to adopt the Chiltern Management Plan wholesale, whilst making it clear that AONB includes things that can be seen from the AONB. [Following the meeting with WDC after the meeting, it is less clear that the Chiltern Management Plan has much force in law and it may be more prudent therefore to specifically adopt policies for the NP rather than cross-referring]

Simon agreed to ask the clerk to include in the monthly report from the PC a request asking for volunteers to join the expert groups.

Derek took the action to post notices of the consultation process on the parish notice boards. That notice would include Simon’s letter, the boundary map and a short explanation of what the consultation process was for.

Simon agreed to contact the editors of both parish magazines to explain what was going on and to request their support as we go through the process.

Andrew will draft a short piece for the parish magazines (a) to inform the parish about the consultation and (b) to ask for volunteers to help. If we miss the publication deadline for the next issue of the magazines we can ask instead to include a loose-leaf flyer.

Simon reported that he had met Teif Jones at Bradenham Parish Council to discuss our respective positions on the AAP ahead of the WDC Task and Finish Group Meeting and had communicated our opposition to the adoption of an AAP.

1. **Working Group Terms of Reference**

These have now been agreed.

1. **Reports to Parish Council**

It was agreed that the WG would send minutes to the PC specifically highlighting action items for the PC and any other matters that might be of special interest to them.

1. **Selection of Web Developer**

Luca reported that we have two candidate proposals from (a) Moonhound and (b) Direct Design. Moonhound are quoting £1,050 on top of which we would need to budget a couple of extra hours tailoring to our requirements. Direct Design quoted a starting fee of £1,500, but are offering something a little more sophisticated than we will need in terms of creative input. So provisionally the WG have decided to recommend proceeding with Moonhound. The WG asked Andrew to ask the PC for an initial budget of up to £1,500. The WG also asked Luca to approach Moonhound to make sure that at the end of the project the web-site and/or its content could be ported over to the PC web-site for its exclusive use. Luca will find out if there is an associated cost.

1. **Communications and Engagement Plan**

See above discussion.

1. **Meeting with WDC**

The agenda for the 28th August meeting was circulated in an earlier e-mail and agreed.

1. **Reading Material for next Parish Council Meeting**

This has been completed and included in the packs.

1. **Selection of Planning Consultant**

We have two names already. RCOH and the lady recommended by Longwick PC. Simon/Luca/Andrew will ask Charlotte in more detail at tomorrow’s meeting about the requirements for a planning consultant and whom we might use.

1. **Grant Application with Locality**

Mostly this can be done on-line and will take up to 3 months to complete. Luca will drive the process. The WG agreed that initially at least we should include the new clerk’s phone number on the grant application.

1. **Policy Analysis**

This is almost complete now. The WG members took the action to review the policies before the next meeting.

Derek asked about the legislative framework at a national and district level. Nationally planning is included in general terms in the National Planning Policy Framework. WDC is going through the process of updating the district plan although their core strategy document is already available. Andrew to an action to look at NPPF document and to highlight potentially relevant sections for further discussion. Luca will double-check to make sure that the relevant documents are included in Dropbox.

1. **Any other business**

There was some discussion about the AAP Task and Finish Group. Andrew took the action to circulate a link together with relevant documents explaining in more detail where WDC is in the process.

There being no further AOB the Chairman declared the meeting closed at 9pm.

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Chairman