**WORKING GROUP MINUTES**

Minutes of a meeting of the Bledlow cum Saunderton Neighbourhood Plan Working Group held on 9th September 2015 at the Lions, Bledlow at 8.00pm.

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. **Web-site**

Luca and Simon reviewed the Moonhound proposal and Simon confirmed he was now happy with the terms and signed the agreement.

1. **Planning Consultant**

It was agreed that we need to get the planning consultant lined up so that we can progress, among other things, the application for grants.

Derek took an action to contact RCOH, who had been helping on the Winslow Neighbourhood Plan.

Luca agreed to follow up with Charlotte Morris at WDC to ask her for further recommendations.

1. **Working/Expert Group Membership**

The working group membership is still fluid as one of the candidates for the role of communications coordinator is still tied up on other matters. Andrew will follow up next week.

For the expert groups, Henry Shaw is now engaged in collecting details for the consultation process. Henry will most likely lead one of the teams along with Phil Irons. Their function will depend on where we get in terms of the taxonomy. Not only do we need experts in the relevant areas but we need people who have good organisation/project management skills.

Derek took an action to speak with Phil Irons on which group he might lead.

In due course we will need to write a set of ground rules for how the expert groups will work (possibly with the help of the planning consultant) and start with a kick-off meeting.

1. **Contact/Messenger**

Simon has not yet met face to face with the people who are preparing the magazines, but it was noted that the deadline for the Messenger is 10th and for Contact it is 16th of the month. We therefore need to finalise Andrew’s draft to the Parish quickly.

Andrew took the action to get the wording finalised and sent to the Messenger/Contact, Simon agreed to send out his e-mail “call to arms” and Luca agreed to get the wording on the web-site ready so that all the links referred to in Simon/Andrew’s communications are working.

1. **Project Plan**

Luca will update the plan to show the actions that have been completed.

Simon agreed to make sure that the Parish Council approvals for the WG terms of reference and the web-site expenditure are properly minuted.

1. **Taxonomy**

The areas to be covered by the policies and the expert groups were discussed at length without reaching a conclusion. There is agreement that the number of groups should be limited to 3 or 4 and that a lot of the detail of the project will develop once the expert groups are up and running.

Derek took the action to look at the categories again and work out which categories go together best and to complete some more of the detail needed.

1. **Questionnaire/Survey**

Luca has prepared a draft of the community survey for review. Each member of the WG agreed to review this and get back to Luca as soon as possible.

Andrew took an action to talk to the printing company he knew in Princes Risborough and Derek agreed to talk to Royal Mail about what services they could provide and at what cost. The envelopes would be sent 2nd class in A5 envelopes.

With a population of around 2,500, we can expect to need to deliver around 1,000 envelopes. We will use the electoral role information to identify how many people over the age of 17 live in each house and include one form for each of them. The forms will include unique identifying numbers which a person can use to complete the questionnaire on-line. Anyone who is unable to do this will be encouraged to contact a member of the team who will do it for them.

We will aim to get a draft ready for review and/or approval at the October and/or November Parish Council meetings.

1. **Next Meeting**

The next meeting is scheduled for 21st September at 8pm in the Lions.

1. **Any other business**

There being no further AOB the Chairman declared the meeting closed at 10.30pm.

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Chairman