**WORKING GROUP MINUTES**

Minutes of a meeting of the Bledlow-cum-Saunderton Neighbourhood Plan Working Group held on 21st September 2015 at the Lions, Bledlow at 8.00pm.

Present: Simon Breese (Chairman)

 Luca Guerzoni

 Derek Stone

 Andrew Sage

 Paul Castle

1. **Quorum**

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

1. **Planning Consultant**

Derek confirmed that he had spoken with Neil Homer at RCOH who provided some preliminary advice and has now sent us a quotation. Derek has also spoken to Rachel Hogger who will send us a quotation shortly, although it is not clear whether she will be available until October.

Andrew has had an exchange of e-mails with Community Impact Bucks and will follow up with a meeting to find out what services they provide. Apparently they help with community engagement, but we need more information on what they do.

Andrew and Derek will make an appointment to see Neil Homer to discuss the survey and to find out if we can sensibly proceed with the survey even before we have held the visioning work-shop which he had recommended we start with. If not, we will need to look at the timetable again which could mean delaying the questionnaire until the New Year. Andrew and Derek can also ask Neil about the sort of services Community Impact Bucks offers and whether this is something we can do ourselves. They can also find out how soon Neil would be able to attend the visioning work-shop which would be attended by the leaders of the Expert Groups (see below).

1. **Working Group**

Simon has invited Paul to join the WG. It was agreed that Paul would take on the role of treasurer. Luca will update the WG terms of reference.

1. **Kick-off Meeting for Expert Group**

Andrew confirmed that Kate Fischer will lead the Housing Development group. Derek advised that Phil Irons has agreed to lead Economy and Infrastructure. Henry Shaw will lead Landscape and Environment. The role for Community and Well-being is open. Lucy Moffatt can help Henry. Richard Sherwood may be able to help Phil.

Simon will write to local clubs and societies asking for volunteers to lead Community/Well-being once the remainder of the team have provided input on who needs to go on that list.

The kick-off meeting will be organised once we have spoken with Neil. Before that meeting we will need to give the Expert Group leads access to Drop-box and let them know which documents are the critical ones for them to read.

1. **Taxonomy**

There was no further input on this, although the WG recognises that it will be modified as the process progresses with input from the Expert Groups.

1. **Survey/Questionnaire**

We have sent this to Henry, Phil and Kate for review and also to Charlotte Morris. Henry has responded and we are waiting for the others to get back to us. It will not be finalised until the approved planning consultant and the PC has reviewed it.

Bucks Business First has sent a list of local businesses to Luca. The list contains around 200 businesses in the parish. These are the organisations who would, together with the residents, receive a copy of the questionnaire.

Simon has reduced the length of the questionnaire to 5 pages so the introductory note, address and identifying number can be printed on the first page. We will most probably use window envelopes with either A5 or A4 depending on which is the most cost effective. Derek has already received one quote covering printing, envelopes, stuffing and posting stapled and in black and white at approximately 75p per questionnaire.

Luca confirmed that Survey Gizmo was the most practical tool for collecting the survey data at $25 per month. We anticipate needing it for 3 months.

1. **Communications/Leaflet**

Simon has sent e-mails out to the choir list, Bledlow Belles and the BRV e-mail list asking for volunteers.

The Parish magazine articles have also been sent for publication.

Luca has prepared a leaflet to hand out at the Task and Finish Group meeting at the Clare Centre on 7th October. After lengthy discussion, it was agreed that this should be modified to make it a more general leaflet emphasising the reasons why people should sign up to the mailing list.

1. **Key Local Partner identification**

Charlotte Morris has sent us the list of public consultees, although the WG acknowledged that there was little point in communicating with them now as they are unlikely to respond until we reach the point when we are formally asking for input. Within the Parish, the local clubs and associations list has already been included in Drop-box. The members of the WG took an action to review and add to it. In the meantime, Henry Shaw is preparing a list of the main landowners in the Parish.

1. **Web-site**

The WG reviewed the look and feel of the web-site and the general lay-out and approved it. Derek and Simon have developed a new logo which was discussed and (provisionally) approved.

1. **Pre-read for October PC meeting**

Derek will prepare summary minutes of last two meetings together with a request for PC approvals.

That will include getting approval for up to £15,000 for the planning consultant. At this stage we assume it will be RCOH and should therefore provide the PC with a copy of their quote.

We also need to provide a draft of the survey for review by the PC.

1. **Next Meeting**

The next meeting is scheduled for 12th October at 8pm in the Lions. Paul will not be able to make the meeting but sends his apologies in advance.

1. **Any other business**

There being no further business the Chairman declared the meeting closed at 10.10pm.

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Chairman

**Approvals/Input required by the PC**

1. Review the draft survey and authorise the WG to finalise and send it out at a cost of no more than £1 per survey including printing, envelopes, stuffing and certified posting (2nd class). There are approximately 2,000 residents over 17 and around 200 businesses. The cost is likely to be less than 80p each.
2. Approve the use of Survey Gizmo to collect and process the results of the survey at a cost of up to £100.
3. Authorise the WG to seek quotations from at least two planning consultants and, subject to their being vetted, to select a planning consultant to support the development of a neighbourhood plan for a fee of no more than £15,000 excluding VAT.
4. Authorise the WG to prepare “call to action” leaflets among other things asking parishioners to sign up to the web-site. These leaflets can be handed out at community meetings and left at the shop and in pubs. An initial amount of £200 to cover printing costs would be approved.
5. Ask the PC to review the lists of businesses and associations that we have been given and add any names that have been omitted.
6. Ask the PC to approve the payment of £60 to Kate Walker for help in developing the new Parish Council logo.