**MINUTES**

**NEIGHBOURHOOD PLAN MEETING 16th April 2018**

Attendees: Sally Chapman (Consultant), Katherine Du Plessis, Dave Raynor, Michael Lane, Averil Wilkinson, Ian Wilkinson, Rachel Callander, Kevin O’Donoghue, Trevor Jenkins

Apologies: Bev Davis

1. Michael Lane was appointed Chairman and Trevor Jenkins as Vice Chair with a view to swapping after a period of time if the group agrees.
2. Sally Chapmans quote was approved by the Parish Council and Sally updated attendees as to her role within the steering group.
3. The terms of reference were reviewed. The main points taken were:
	1. The community must be involved right from the beginning
	2. Past housing questionnaires will be sourced by Katherine
	3. The membership of the group must be to produce a plan for the whole community and personal preferences should not cloud judgement
	4. All members to review the terms of reference before the next meeting and send to Michael who will combine the comments and go through in the next meeting
	5. Neighbourhood Plan to have its own separate heading on the website
	6. Katherine will send a copy of the minutes to the Clerk to put on the website each month
	7. Recording of the minutes to be rotated
	8. Any declaration of interests will be recorded at the start of each meeting
4. The application for the designation of the NM Neighbourhood area has been completed by the NMPC Clerk. The designated area is the Parish boundary as agreed with AVDC
5. The initial grant will cover Sally’s costs of £6,000 + printing costs+story boards+banners. Once costs have been supplied for the latter items the Clerk will apply for the grant. It was agreed that additional technical support was not required and that the additional grant of £8K would be applied for later in the process.
6. Sally outlined the first stage to the group. It comprises of investigative work into a topic within the Neighbourhood Plan. These should be outlined and sent to the group prior to the meeting, when they will be discussed. The Church Fete is 9th June at the Village hall for which displays will be produced.
	1. Wildlife and footpaths – Trevor
	2. Local businesses and landowners – Kevin
	3. Audit of facilities – Dave
	4. Transport and infrastructure – Averil/Ian
	5. Census Information & history/heritage – Michael
	6. Format of the plan – Katherine
7. Agreed that meetings would be monthly on a Monday or as needed. The next meeting will be Monday 14th May 8pm at the Sportsfield
8. A Data Protection form was signed by attendees to enable their details to be shared within the group and the Parish Council but these should not be shared outside.