**MINUTES**

**NEIGHBOURHOOD PLAN MEETING 19TH MARCH 2018**

Attendees: Sally Chapman (Consultant), Katherine Du Plessis, Dave Raynor, Michael Lane, Averil Dramster, Ian Dramster, Ian Mordue, Rachel Callander

Apologies: Kevin O’Donoghue, Trevor Jenkins

Absent: Bev Davis

1. Introductions: Sally Chapman, currently the lead for NDP's in Central Bedfordshire and has helped Worminghall and Quainton, amongst others, with their Neighbourhood Plans. Katherine Du Plessis who is the Parish Council representative, 4 parishioners introduced themselves. Ian Mordue, Chairman of the Parish Council, attended the first meeting to start the process and Rachel Callander, Clerk to the Parish Council, attended first meeting and will attend when required.
2. Agreed a Data Protection letter would be signed in the next meeting by members of the steering group who are happy to share their email information within the group. This information cannot be shared outside of this group.
3. Sally outlined Neighbourhood Plans that she had worked on for Worminghall and Quainton for guidance of the type of plans that can be written. These can be found online, as well as many others.
4. Confirmed the neighbourhood plan is a document that has many purposes and should consider all aspects of the village to build the community. It is not just for use to support or defend planning applications. For example it can name protected open spaces, views for protection, site allocations (incl. suitable but not available) and the reasons behind them, conservation areas, archaeological areas, policies. It is a wish list of everything the village would like.
5. Agreed that previous village surveys and site allocations should be used as a starting point.
6. A grant can be applied for after 3rd April up to £17,000. If there is no site allocation the maximum is £9,000. Sally outlined that with a site allocation stated, even if at this point it is suitable but not available, then the grant could be higher than £9,000. Agreed that the plan should include site allocations for small developments up to 10 houses or infill as found in the recent survey.
7. The Neighbourhood plan is written with the input from the village and once complete a referendum will be held. To go through the plan requires 50% of voters to agree.
8. Agreed Sally would provide a quote to advise, draft the initial plan and provide supporting documentation. The written part of the plan could be achieved within the group.
9. Agreed Katherine Du Plessis is the Parish Council representative and will report back to the Parish Council each month.
10. The meeting will be a closed meeting.
11. The minutes will be published on the website under Parish Council/Neighbourhood Plan
12. Actions:

* Terms of reference – Rachel callander
* Grant application – Rachel Callander/Katherine Du Plessis
* Sally to provide a Quote for sign off at the Parish Council meeting on 10th April
* Next meeting date tbc