

MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Small Village Hall, Monday 18 February 2019

PRESENT: Linda Hiscott, Chair; Vivien Riddle;; Stuart Thomson; Hilary Ashby; Mary Koukkoullis ;Mark Brooks ;Chris Ashby; Eric Benton, Jerry Parker Paul Buckley; Caroline Brady-Watts Rob Harland.

Sally Chapman

APOLOGIES: ; Caroline Brady-Watts

1. **Minutes** of the last meeting were approved

It was noted for clarification that some traffic issues could be included in a neighbourhood plan if they related to infrastructure. Other issues can be included as a “wish list”. **Action PB**

Copies of the minutes to be sent to the Parish Council.

2 **Matters Arising**

No interest has been shown for the post of Secretary either as a volunteer or paid position All members will continue to try and identify possible persons. **Action All**

3 **Locality Submission**

Eric is completing the application to Locality. Once completed, the application would be circulated electronically to all members and it was agreed that all would be required to respond in favour for the application to be then submitted. **Action EB PB**
Then all to respond

Eric advised that the funding availability from Locality for 2019 -20 was still not known and the submission would be held until notified by Locality that finance was available.

4 **Funding**

Paul had circulated the Financial Plan/Budget with the minutes. It was noted that the likely expenditure was some £3000 over anticipated income.

It was agreed that the budget should not be reduced at this time. It was possible other income might be raised.

Eric advised that the PC had increased the funding available for 2019/20 to £1500. Eric would confirm if this was in

addition to the £1000 made available for the current year.	Action EB
Noted also that the PC budget for the use of the Hall would include all activities and the hire costs would not need to be shown separately. It was agreed that provision should be made for 2 full days hire of the Hall for Consultation days.	
Alternative quotes would be sought for the GIS Survey although it is unlikely a lower fee would be found.	Action PB
5 Housing Needs Survey	
It was agreed that the BRCC quote be accepted provided that funding was secured. Paul to notify BRCC of the decision so that BRCC might include this work in an early programme	Action PB
6 Green Infrastructure Survey	
Sally advised that it should be possible to carry out part of this work within the Group . A sub group of Vivien, Mary and Stuart was set up to start this work.	Action VR MK ST
At the same time Paul would seek to get BRCC to include this in an early programme should it be decided to use BRCC and funding be available	Action PB
7 Communications/presentation	
The meeting with the Business Community is now set for Tuesday 2 nd April. Letters are printed for distribution.	Action MB PB
Mark and Viv would request large scale plans from the Borough and arrange display material.	Action MB
Linda would set out bullet points for the key issues to be made know during the presentations.	
The allocation of groups was revisited with the following changes:	
School –Mary not Linda Gardening Club – Mary and Viv Good Neighbours – Paul WI – Viv	Action All
Volunteers were needed for presentations to the Bowls Club and the Netball Club	

It was agreed that it was unnecessary to address groups such as Melody Makers and Cha Cha Chimps .

Sept 28 was set as the date for the next public consultation and the Hall would be booked. **Action PB**

8 Project Plan

Linda would look at the format of the Project Plan to consider a more useable format showing the actions required for future meetings. **Action LH**

9 EW rail link

This will not form part of the NP but it was noted that one route passed close to the north of Wilstead and the group should be aware of possible implications and should be included as part of the overall consultation.

Information can be found on <https://www.eastwestrail.org.uk/> **Action All**

10 Dates of future meetings will aim for the 3rd Monday in each month. Next dates are

18 March

20 May

24 June note not the 17th

Action All

Signed.....

Date

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Linda Hiscott, Chair