

## **MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING**

**Small Village Hall, Monday 21 January 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: None**

1. **Minutes** of the last meeting were approved Copies of the minutes to be sent to the Parish Council. **Action PB**
  
- 2 **Matters Arising**  
No interest has been shown for the post of Secretary either as a volunteer or paid position All members to try and identify possible persons. **Action All**
  
- 3 **Welcome**  
The Chair welcomed Rob Harland and Sally Chapman to the meeting. Rob is a local resident with an interest in the process.
  
- 4 **Securing Planning Advice**  
Sally is a Town Planner with significant experience in local plans and has worked with Mid Beds and Bedford Borough and is advising several Groups on their Neighbourhood plans.  
  
She was of the opinion that the work carried out to date by this Group was valid and useful and should continue. She suggested that initially she would attend the Groups meetings to monitor progress and advise. She would be able to assist with the drafting of the final documents into suitable formats with the information secured through the communications strategy and questionnaire responses. She should also be able to advise on conformity with the Bed Borough proposals  
  
She would provide a fee quotation for these services. **Action SC**
  
- 4 **Local Need Survey**  
Linda confirmed that the PC had agreed to a Housing Needs

Survey and Green Infrastructure being undertaken. These would be commissioned through the BRCC provided that funding was secured through Locality.  
BRCC would also be asked to help with the Survey.

**Action PB**

**5 Funding**

Eric and Paul were completing the application to Locality. This required input on Sally's fees. 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**

**5 Communications/presentation**

Viv reported on the presentation made at the Village Tea party being well received. She had provided a summary of responses.

Sally noted that we are in the "Awareness Raising" stage and that this must continue with the information recorded and kept.

Sally warned that some of the issues raised particularly traffic issues would not form part of the NP. They could however be kept and submitted to the PC or others as a separate issue.

**Action All**

The proposed meeting with Business users should now go ahead and would be progressed

**Action PB MB**

**6 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**

**7 Dates of future meetings** will aim for the 3<sup>rd</sup> Monday in each month. Next dates are

- 18 February
- 18 March
- 20 May
- 24 June note not the 17th

**Action All**

Signed.....  
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Date

Linda Hiscott, Chair