

**MINUTES OF THE NEIGHBOURHOOD PLANNING MEETING IN SMALL HALL,**

**MONDAY, 23 April 2018**

**APOLOGIES:** Mark Brooks, Mary Koukkoullis, Chris Ashby, Dave Stone, Vivien Riddle

**PRESENT:** Stuart Thomson, Eric Benton, Linda Hiscott, Jerry Parker, Caroline Brady-Watts, Paul Buckley, Hilary Ashby

1 VR advised by email that Marylyn Napier, Roger Mant and Linda Oliver no longer wished to be included on the Steering Group (SG).

It was agreed that the SG would comprise those persons attending this meeting plus those from whom apologies had been received and VR be advised accordingly.

**Action PB**

2. EB reported on efforts to secure professional planning advice. Phillips Planning Services were not willing and recommended Ethical Partnership based in Newcastle.

LH to contact Peter Webb who may be interested. Woods Hardwicke Bedford also to be approached.

EB would continue to seek to secure professional planning advice once the scope of work is clear.

**Action LH EB**

3 Terms of reference

The comments on the Draft Terms of Reference (ToR) raised by Parish Councillors were discussed.

It was agreed that the name be changed to Wilshamstead

The ToR included provision for the minutes to be made public and for a strategy ensuring the public will be involved throughout the process and with community engagement at appropriate times. No change was needed.

The Steering Group did not expect to manage finances. Expenditure incurred would be submitted to the PC.. No change was needed.

The Steering Group would be limited to 14 persons.

The PC would be amended accordingly and the PC advised.

Those Parish councillors who sent comments will be thanked.

**Action PB**

4 The Project Plan

The PP circulated by LH was considered appropriate subject to and refinements proposed when professional assistance was secured.

LH would research the dates of the areas of work already undertaken and completed.

The start date would be the date of the first meeting as minuted.

**Action LH**

A Community Engagement Strategy was required. EB would review earlier proposals.

**Action LH**

5 Next Meeting

Agreed that the meeting would be on June 11.

At that meeting the Chair, Secretary and a Monitor would need to be elected. All to consider if they would stand and what input they could provide.

**Action ALL**

Linda Hiscott Chair