

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

7th February 2018, 7pm

Present: D. Price, D. Hale, J. Norris, Eddie Lord, T Mackay, Dr M Mueller, T. Saville,

Category	Narrative	Action
1. Apologies for absence	P Boulton, I. Wates, G. Pooley	
2. Minutes of last meeting	Approved, no amendments	Signed and filed
3a. Declarations of interests 3b. Resignation 3c. New Member	None B. Locke A. Gilbert	Returned to committee
5. a) Definition & agreement of the next phase.		<p>Discussion on way forward. Agreed to use Gt. Dunmow and Woldingham as a guide but not to plagiarise. Evidence from survey & response was good. Original input from Limpsfield also good though plan not adopted yet. Their 'Lead' was very informed. Original issues and response's document to be recirculated.</p> <p>EL suggested that 'Traveller' situation cannot be ignored as strong history in village.</p> <p>Vision statement agreed but agreed can be changed at later date. It was noted that the Vision statement needed to be called vision not objects as it was official terminology.</p> <p>"A thriving and attractive parish, set in accessible countryside providing excellent quality of life, sufficient good quality housing</p>

		and employment for residents and those who work in the area as well as those who visit."
b) Agree principles to follow to deliver objective		<p>Agreed to use Gt. Dunmow and Woldingham Plans as a guide but not to plagiarise and to bear in mind there are other plans which may have something useful within them. We need to produce a wide reaching 'plan', to be fact based and start with the research into the village as it stands today.</p> <p>All the areas mentioned in the Spreadsheet supplied by Chair will need to be covered and their Inter-relationship assessed. Form working parties to do this</p>
c) Methodology	SEA research working parties, lead by:	<p>TS – Demographics -Population, housing stock, crime etc GP – suggestion only in his absence – flooding, soil types, drainage, broadband and mobile phone coverage, air quality. (GP subsequently confirmed he would take this on) DH - has approached Veronica Ballard (Horley History Society) re History of Burstow</p>

		<p>she has agreed to assist. DH also to cover landscape, listed buildings, buildings of character, places of historical importance etc.</p> <p>IW – Suggestion only in absence - Parking, roads, speeding</p> <p>JN – Education</p> <p>Dr MM – Health</p> <p>E.L - photography</p> <p>Still some gaps and volunteers sort from absent committee members. There is no reason that we cannot invite others to join these working parties. Launch an appeal for such on Facebook page etc.</p> <p>Tony Harris to be approached - business and industry. - DCP</p>
5. Finance	Grant funding	<p>TM reported that owing to his unavoidable absence between September and December he did not have the opportunity to study the Grant details deeply. Had he, he would have been aware that the Accounts that Groundwork asked for covered the complete period of the Grant ending on the 31st December 2017. Our information was that the end of the period was either 11th February 2018 or the 31st March 2018. As far as Groundwork were concerned, the Accounts to the 31st December 2017 were the final accounts, and any further expenditure would only be accepted if they had given their permission, leaving the balance of the Grant to be repaid. TM has since talked to Groundwork about a couple of</p>

	Scoping survey prize draw winner	items which would need to be paid, to be allowed as a charge from the Grant which they have accepted. Members to present any outstanding invoices as quickly as possible to complete the use of the Grant, complete accounts will then be represented. Amount to be returned will be about £1600.00 Michaela and Clive Harber, 58 The Cravens RH6 9QW won the draw, DH to arrange cheque. (subsequently requested from BPC)
AOB	Data protection	DH relayed information from Data protection training. BPC has offered tablet and has suggested new email addresses for prime members of team that may relay sensitive data.

Date for next meeting:

14th March 2018