

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

10th January, 7pm

Present: D. Price, Ian Wates, D. Hale, J. Norris, Eddie Lord, G. Pooley, T. Saville, P. Boulton

Category	Narrative	Action
1. Apologies for absence	Dr Mueller, A. Locke, P Boulton (arriving late due to work commitment)	
2. Minutes of last meeting	Approved, no amendments	Signed and filed
3a. Declarations of interests 3a. Resignations	None None	
4. Survey Open Day & Prize Draw	PB held random draw via a phone app	Three numbers were drawn. 73, 254, 241. PB to check owners of numbers from survey Monkey, committee members excluded. EL complimented committee on survey and Open Day 140 attended. Comments received and concerns regarding flooding issues, Plough Rd development, speeding traffic, HGV traffic etc.
5. Discuss next phase	Vision and scope – broad scope of plan, evidence needed /supplied by questionnaire, other available evidence. EL gave presentation regarding his experience with the Copthorne	Need to form working parties to address vision, framework, collect data. EL to distribute Worth and Copthorne Plan to all members for information only. All to read and come back with comments and to gain better understanding of process.

5. Discuss next phase cont.	and Worth Neighbourhood Plan. (see attached)	Approach Veronica Ballard (Horley History Society and local expert) re History of Burstow (DH) Invite TDC to meeting to advise on TDC policies, and emerging plan. (DP) Chair asked GP if prepared to be 'Author' of the Scoping document.GP to consider role.
6. Formally appoint Data Manager.	New data protection regulations come into force April 2018. To satisfy Data Protection regulations PB was asked to be Data Controller.	PB formally adopted. DH, IW & EL as Parish Councilors are attending SALC Data Protection training session, 30 th January and report back.
7. Finance	T.M has been ill and unable to complete report to grant committee £6.98 Clipboards for open day £?	Chair has requested extension to end of January which has been accepted, longer if required. DH has been reimbursed from BPC petty cash. Frames for Open Day display posters, now on display in corridor of Centenary Hall.
8. Communications, Engagement & advertising	Website Press Releases/Reports/Minutes Social Media	DH explained issues with BPC website currently under review with BPC consulting with contractor regarding updating system or appointing a new supplier Chair reports to BPC, reports to be circulated to committee and held on file in Parish Clerk's office. Minutes and dates of meetings to be added to Parish Council website when technically possible. Agreed that PB to continue with social media on Smallfield Facebook page.

8. Communications, Engagement & advertising Cont.	Mailshot	As Data Manage PB to hold addresses from Survey. All communications to outside bodies to be handled or approved by Chair (DP), Vice Chair (IW) and Secretary (DH).
9. AOB	Parish Clerk has checked with BPC insurers regarding insurance cover of Steering Group.	As an adopted Sub Committee we are covered under BPC insurance.

Date for next meeting:

7th February 2018