

PRESENT: TH, MT, PG, Paddy, VDH, BA, HvS APOLOGIES: AW
Alison Johnston and Julie Rashbrooke – public attendance.

3) Previous Minutes Approved.

4) Letter of Thanks to JA.

- HvS proposed a formal Thank You to JA for hard work and effort over the years, in particular the editorial and communication skills she brought to the NP process. **ACTION: BA**
- **ACTION: MT** would update the NP website to reflect JA's leaving and also the new organisational structure of the voting process, as set out in the new Terms of Reference plus a vote of thanks to everyone involved up to now. Add minutes to web site

5) Register of Interests Template

- All agree that this was a pretty good template and it only needed a few changes to make it fit for our NP purposes.
- References to '*children*' would be updated to '*immediate family*' to better clarify the intent to provide clear information in an open declaration.
- All members of the NPSG (and Sub-Groups) – both now and in the future – would be obliged to complete the revised template and the PDFs would be made available on the NP website to allow open, public scrutiny.
- **ACTION: HvS and MT** to distribute the template to all interested parties once update has been made.

6) Review of Parish Council Decisions.

- PC approved both the new ToR's and for a further Call for Sites, at their meeting last Monday 20th.
- A discussion was had around a Call for Employment sites and it was agreed that this should be done at the same time as Housing sites – the Call will simply be for **Housing & Employment Sites** therefore.
- The wording will refer to this as a FURTHER CALL for sites, focused on the areas of the Parish not covered by responses from the first call. This is vital if we are to keep the parishioners onside and not cause unnecessary alarm or raise concerns of any *backward steps* in the process.
- The Annual Village Meeting on 5th April will be used to make an announcement on the Call for Sites, as will updates on the website and possibly a Surrey Advertiser entry.
- **ACTION: HvS** will take advice from WBC as to whether the Advertiser entry is required or indeed recommended.
- Call for Housing & Employment Sites will be made during April, with a clear cut-off set for first week May (ie: 4-6 weeks).
- **ACTION: HvS and MT** to agree the wording for the Call.
- Appointment of a New Consultant
 - Due to delays in our NP process, the previously selected Consultant, James Garside, has had to commit to other work and projects and can no longer work on our NP in the immediate future.
 - Another two Consultant organisations are known to HvS and one or both will be approached to provide a cost quotation. **ACTION: HvS**
 - HvS will ask James Garside if he will be able to provide any further help to us, once his current work has been completed.

- Parishioners Comments/Feedback Review.
 - It was agreed that the next stage of the process will be to review the Consultation comments and look to revise our SA&HD criteria to accommodate the views of the parishioners. **ACTION: PG and AJ**
 - This review would have input from the Consultants and the resulting updated SA&HD criteria would be checked with WBC against their own Criteria list to make sure there are no duplicates. A final list of criteria to be used in our NP will then be issued.
 - **ACTION: PG** to send the Comments/Feedback document to AJ
- SA&HD Criteria 'Filtering' Applied to Candidate Sites.
 - This will occur once the finally approved criteria list has been agreed, following the above process.
 - TH suggested that a 'dry-run' of that filtering process might be undertaken, to make sure the *business logic* works and to give confidence that it will indeed provide a workable, referenceable result.

7) General Timetable Discussions

- It was agreed that the Call for Sites would be announced w/c 1st April and would run until 2nd week May
- The Comments review (described above) would be completed before the end of April
- First issue of the Draft NP, using the basic framework provided by the existing skeleton draft NP doc, to be issued before end May.
- The NP document will be structured in 3 core components;
 - Part A: *Consumer-friendly*, one page summary
 - Part B: The official Neighbourhood Plan document
 - Part C: The baseline evidence 'store', containing the 12 or so reports already produced.
- It was decided that an intuitive, engaging, interactive web-based version of the NP documents be produced to make access as easy as possible for the parishioners. These are well used in the world of sales and business and would add significant value to the process and should help encourage engagement. The name Paul Bradley was mentioned in regard to this design work.
- WBC and the Consultant would be approached to help draw up the final wording and detailed structure of the NP to help maintain parishioner enthusiasm and to further encourage engagement with the eventual Referendum.
- It was suggested that the Effingham NP might be reviewed to see if anything could be learnt from their document that would help us with our NP.

Date of Next Meeting: Mon 22nd May 2017, 7:45pm EYSC