



### Minutes of the Working Party

Date of Meeting: 18<sup>th</sup> February, 2019

Venue: The home of CLT

Name	Initials	Present - P Apologies - A Absent - AB	Name	Initials	Present - P Apologies - A Absent - AB
Nick Ashby (has resigned but will continue to receive minutes)	NA	DNA	James Laband	JL	A
Robert Brightman	RPB	P	Carol Mason	CM	A
Charles Challinger	CC	AB	Carol Tosh	CT	P
Robert Farmer	RF	AB	John Rudland	JR	P
Noel Hopper	NH	AB	Martin Williams	MW	P

Chair	Clerk	Quorum - one third of total membership (i.e. 4)
Robert Brightman	Carol Tosh	Quorate – 4 members present

Item	Comments
1	<b>Welcome and apologies for absence</b>  Received and as noted above.
2	<b>Secretary/Clerk</b>  CLT agreed to take notes of the meeting.
3	<b>Declaration of Interests</b>  There were no Declarations of Interest.

Item	Comments																				
4	<p><b>Minutes of the meeting 12<sup>th</sup> December, 2018</b></p> <p>Minutes of the meeting held on 21<sup>st</sup> January, 2019 were approved. CT would forward to JR for inclusion on the PC website (in JL's absence) and CT would add them to 'Final' in Dropbox.</p> <p style="text-align: center;"><b>Action: CLT/JL/JR</b></p>																				
5	<p><b>Matters Arising</b></p> <p>All actions had been completed.</p>																				
6	<p><b>Budget and Grant 2019</b></p> <p>CT outlined the issues with regard to Locality and advised that we needed to consult with Michael Wellock re this. She would report back when she had made contact.</p> <p>The closing of Locality Grant on 31<sup>st</sup> January was noted. The next cycle would commence sometime in March, 2019 for the forthcoming year.</p> <p><b>RPB would endeavor to get CB to formally put together a Quotation for her work on Mapping and the Exhibition.</b></p>																				
7	<p><b>Landowners and Stakeholders</b></p> <p>RPB gave an overview of the Rainsford Review which suggested that Local Plans were becoming optional with greater emphasis on Neighbourhood Plans. Professionals in the industry were of the opinion that the 'Planning System' was being watered down and were lobbying Government. NP process was being strengthened.</p> <p>RPB tabled a map showing the outcomes of the Land Registry search.</p> <p>Discussions with landowners/stakeholders were continuing.</p>																				
8	<p><b>News and Views</b></p> <p>An article advertising the Exhibition would be necessary.</p> <p>The following times were suggested</p> <p>Tuesday 9<sup>th</sup> April – Set up of Exhibition in the Studio at the Primary School.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Wed. 10<sup>th</sup> April</td> <td style="width: 25%;">10-12 (Training)</td> <td style="width: 25%;">1-3pm</td> <td style="width: 25%;">6-8pm</td> </tr> <tr> <td>Thursday, 11th</td> <td></td> <td>11-3pm</td> <td>6-8pm</td> </tr> <tr> <td>Friday, 12th</td> <td></td> <td>11-3pm</td> <td>6-8pm</td> </tr> <tr> <td>Saturday, 13th</td> <td>10-2pm</td> <td></td> <td>Closed</td> </tr> <tr> <td>Sunday, 14th</td> <td></td> <td>2-4pm</td> <td>Dismantle</td> </tr> </table> <p style="text-align: center;">It was suggested that volunteers be sought through personal contact and that they be trained on the first morning (as above)</p>	Wed. 10 <sup>th</sup> April	10-12 (Training)	1-3pm	6-8pm	Thursday, 11th		11-3pm	6-8pm	Friday, 12th		11-3pm	6-8pm	Saturday, 13th	10-2pm		Closed	Sunday, 14th		2-4pm	Dismantle
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10	<p><b>The Exhibition</b></p> <p>Exhibition Graphics and Text were discussed.</p> <p>This included the following:-</p> <p>1604 Whittlewood Map</p> <p>1824 – Ridge and Furrow map including modern day TPOs and historical features</p>																				

Item	Comments
	<p>Future Maps – 6 maps to illustrate Call for Sites imagery plus 1 large map with our proposals</p> <p>17 Factors of Geographical Sustainability Assessment and then weighted Traffic Light system.</p> <p>It was suggested that the centerpiece of the exhibition (our proposal) should be carefully annotated. Each of the maps (imagery and proposal) would have a commentary</p> <p><b>Factors for      Neutral      Factors against</b></p> <p>MW agreed to scan the handwritten documents for conversion to printed text.</p> <p>Drainage was also considered.</p> <p>It was also important to set the scene for the <b>next 50 years</b> which would be our overarching message along with the benefits which could be accrued from the partnership with stakeholders and the fact that the PC would become the Planning Authority should our proposals be accepted.</p> <p>It was agreed to compose a Powerpoint presentation with voiceover (KF was suggested and she has subsequently agreed but is away from 13<sup>th</sup> to 25<sup>th</sup> March.)</p> <p>A card to be completed at the end of the exhibition. (JR to work this up)</p> <p><b>Suggestions included</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Do you AGREE/ DISAGREE with our final proposal (Please circle your preference)</b></p> <p><b>If you disagree, which site would be your preference for development? (Insert Number)</b></p> <p><b>If you do not agree with any proposal, do you agree to development which may well be out of our control?</b></p> <p><b>Name:</b> _____ <b>Postcode:</b> _____</p> </div> <p><b>CB</b> to devise boards.</p> <p><b>JR</b> to get quotes for Display boards either bought or rented.</p> <p><b>JL</b> to devise Ecological Corner.</p> <p><b>RPB and JR</b> to devise commentary and search out stills/video to highlight the 'story'.</p> <p><b>CT</b> to work on Powerpoint with <b>JR</b>.</p> <p><b>MW</b> to overlay GSA scores on Ordnance Survey Map using a 5 point scale.</p> <p><b>JR</b> to organize advertising ( Church Railings; Opposite the School: bottom of Whittlebury Road) 3 banners (CT to check out if existing banners will be transferable).</p> <p>Advertising and Article for News and Views.</p> <p>Advertising for Village Community Facebook Page.</p>
11	<b>Model of Village</b>

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	CT would contact BE and MW next week to ascertain if the 'Model' is still a possibility.
12	<p><b>Briefing Meeting for Parish Council</b></p> <p>This was scheduled for Monday 25<sup>th</sup> February at the home of CT. If any could not attend, a second briefing meeting would be considered.</p> <p><b>It was absolutely essential that all PC members understood the rationale and the way forward.</b></p>
13	<p><b>NP Text – next steps</b></p> <p>CT agreed to contact MW to re-establish contact and bring him up to date. (Subsequent to the meeting, a discussion took place with MW and he required the following documents to be sent to him:-</p> <ul style="list-style-type: none"> <li>• GSA Factors</li> <li>• Our conclusions (including 'heat' map)</li> <li>• Updated Neighbourhood Plan Aims and Objectives</li> <li>• Information about all areas of Call for Sites which have been assessed</li> <li>• Pros and Cons of each site</li> </ul> <p><b>RPB to send to MW</b></p> <p>CT discussed with MW the issues in Allocating Sites which will be assessed by the Examiner -</p> <ol style="list-style-type: none"> <li>1. Suitability (of site)</li> <li>2. Availability (are landowners on board)</li> <li>3. Viability – financial (could look to use Locality technical assistance to check this out but CT assured MW this had been addressed by calculations made by RPB/CG))</li> </ol> <p>Reminder that EG had suggested using the Technical Support package called 'Health Check' which would be free.</p> <p>The plan for the next few months would include –</p> <ul style="list-style-type: none"> <li>• MW looking at what had been addressed so far</li> <li>• Preparation of a new grant application during March (submission as soon as Application window opens)</li> <li>• Meet up to commit to any further work needed on both sides.</li> </ul>
14	<b>AOB</b>
	There being none, the meeting closed at 10.15pm

Item	Comments
	<p style="color: red;">FUTURE MEETING DATES ARE LISTED BELOW.</p>

Formal Meetings	
18 <sup>th</sup> March, 2019	To be confirmed