



**16<sup>TH</sup> MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP  
MONDAY 16<sup>TH</sup> NOVEMBER 2015, 7.00PM  
OLD FORGE HOUSE, BOUGHTON LEES**

**Attendees:-**

Carol Bunker **(CB)**  
 Erica Lasparini **(EL)** - **Chair**  
 Bryan Hall **(BH)**  
 Jane Hall **(JH)**  
 Fiona Miller **(FM)** – **Minutes**  
 Ray Burrough **(RB)**  
 Bob Morgan **(BM)**

#	Detail/Actions	Action Owner
<b>1</b>	<b>Apologies for absence</b>	
	Apologies were received from Jason Matthews.	
<b>2.</b>	<b>Minutes of Meeting of 26<sup>th</sup> October and matters arising</b>	
	The minutes were approved.	
<b>3.</b>	<b>Introduction by new Chair</b>	
	<p>EL welcomed all to the meeting and noted that from her experience of managing large and small projects that it's the people in the team that make a project successful. She felt that this is an excellent Group with strong opinions and knowledge. While email is a useful communication tool, she felt that it is key that we talk to each other often and have a regular slot for meetings.</p> <p>EL and RB outlined Winston Michael's future role in support of the project, which as Borough Councillor, will be to provide important strategic advice to the Steering Group. RB noted that Winston is keen for the project to succeed. EL confirmed that contact with WM will be via the Chair. EL circulated a draft terms of reference for the strategic advisor role which had been drawn up at the request of the Parish Council, which were approved by the Steering Group.</p> <p><b>Action – EL to circulate the terms of reference of the Strategic Advisor to the Parish Council.</b></p>	<b>EL</b>

<b>4.</b>	<b>Evidence Gathering</b>	
	<p>EL noted that the following topics remained unallocated:-</p> <ul style="list-style-type: none"> <li>- Traffic/transport</li> <li>- Community services/Culture/Leisure</li> </ul> <p>She noted the possibility that the traffic consultant previously employed by the Parish Council to contribute to the traffic/transport topic on a pro bono basis.</p> <p>EL noted that the evidence gathering outputs should provide an inventory of information without considering the issues involved.</p> <p>Each topic lead provided an update of the current status :-</p> <p>Housing and development – CB  Heritage – RB  Business – BH/BM  Environment – JH  Connectivity – EL</p> <p>EL stated that the aim should be to produce 1-2 pages of typed A4 summary. She noted that each topic should have a folder with key documents to support the summary – either with printed documents or links to websites where this was not possible.</p> <p>EL noted that she would like to put the summaries on the NP website so that we could demonstrate transparency of the process to the community and gain their feedback.</p> <p>Given that the aim was to have the folders completed by end of December/early January 2016 it was agreed that a meeting should be held in 2/3 weeks with the first drafts.</p> <p><b>Action – All topic leads to prepare summaries for review at meeting agreed to be held on 7<sup>th</sup> December</b></p>	<p><b>CB/RB/ BH/BM/ JH/EL</b></p>
<b>5.</b>	<b>Consultation</b>	

<p><b>5.1</b></p>	<p><b>Residents consultation</b></p> <p>The additional analysis work done by JH from the community consultation events was discussed and it was agreed that EL should write up the headline information to feed back to the community via newsletters and the website in November.</p> <p><b>Action – EL to prepare a draft and circulate to the group for comment</b></p> <p><b>Action – EL/CB to prepare a display for the village quiz evening and church sale and add to the parish notice boards</b></p>	<p><b>EL</b></p> <p><b>EL/CB</b></p>
<p><b>5.2</b></p>	<p><b>Business consultation</b></p> <p>BH noted that RIFT had confirmed that 2<sup>nd</sup> December was a possible date for this consultation.</p> <p>The consensus in the Group felt that this was too soon and agreed that we should delay until the New Year.</p> <p><b>Action – EL to draft a possible invitation and to check this approach is reasonable with consultants</b></p>	<p><b>EL</b></p>
<p><b>5.3</b></p>	<p><b>Young people consultation</b></p> <p><b>Action – EL/JH to discuss separately and revert back to the Steering Group with proposals</b></p>	<p><b>EL/JH</b></p>
<p><b>5.4</b></p>	<p><b>List of Consultees</b></p> <p><b>Action – EL to review this list with ABC</b></p>	<p><b>EL</b></p>
<p><b>6.</b></p>	<p><b>Cloud Storage</b></p>	
	<p>EL circulated a note setting out the steps required to access shared cloud storage for members of the Group to file documents relevant to the NP.</p> <p><b>Action – All members to ensure that they take the necessary steps to access the cloud storage area for the NP</b></p>	<p><b>ALL</b></p>
<p><b>7.</b></p>	<p><b>Any other business</b></p>	
	<p>No matters were raised</p>	
<p><b>8.</b></p>	<p><b>Date of next meeting</b></p>	
	<p>Following the meeting the date of the next meeting was agreed as 7<sup>th</sup> December at 7pm at the Old Forge House</p>	

The meeting closed at 8.40pm