



**18TH MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP
MONDAY 11TH JANUARY 2016, 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)**
 Anna Kirke **(AK)**

Guests:-

Tony Shoults **(TS)**– Chair of Wye with Hinxhill PC and Chair of Wye NP
 John Mansfield? **(JM)**

#	Detail/Actions	Action Owner
1.	Q&A with TS and JM	
	<p>EL welcomed TS and JM from Wye to the meeting.</p> <p>Following introductions, EL outlined the progress of the Boughton Aluph, Eastwell and Goat Lees NP.</p> <p>TS and JM provided the following insights into the Wye NP:-</p> <ul style="list-style-type: none"> • The need for vision statements in the plan • The “patch-worker system” was very important in engaging interest from the community in the plan. This system made one person responsible for delivering and collecting questionnaires from between 40-50 people. This helped to get a 70%+ response rate from residents. • Wye used the electoral system to ensure that contact was made with all residents. • Wye took the decision to supply questionnaire to all residents over 18 and hand deliver all questionnaires. • Wye employed Mark Hanton, who works in Wye, to develop the maps of the area. • Wye engaged MLM – Johnathon Roger based at Eureka Park to perform the traffic modelling. 	

	<ul style="list-style-type: none"> At the draft NHP phase Wye sent it to ABC for review and at this stage it was noted that an SEA was required. The examiner's report focused on AONB and conservation within the parish. We could ask Don Theek from Wye to talk to us about the patch-worker system. In drafting the questionnaire it was very important to include a preamble to each question to put it into perspective. Jim Boot was a useful resource to help with community engagement and was very helpful on vision and principles Bryan Whiteley from Planning Aid was a useful resource to help with policies. <p>TS agreed to supply EL with a copy of the Wye examiners report.</p> <p>The group thanked TS/JM for their insights which were very helpful and useful.</p>	TS
2.	Apologies for absence	
	Apologies for absence were received from RB.	
3.	Minutes of meeting of 7th December and matters arising	
	<p>The minutes of the meeting of 7th December were approved.</p> <p>EL noted that CB had sent out feedback from the Wye NP Public Examination before Christmas but would resend.</p>	CB
4.	Chair's report	
	<p>EL noted that EL/RB had attended a very open and productive meeting with ABC. ABC's Local Plan was due to be produced in April 2016 with apx 8 weeks for consultation.</p> <p>EL noted that she plans to meet with ABC again in late Feb/early March.</p>	
5.	Evidence Gathering – Progress Update	
	<p>EL noted that this must be completed by 22nd Jan 2016.</p> <p>JH offered to assist EL in the traffic evidence gathering.</p> <p>AK provided an update to the group on her research on Leisure and Community Services.</p> <p>EL noted that rather than asking each person to write a 2 page summary of their research, she would review how best to present the information on the website and revert back to the group.</p>	<p>ALL</p> <p>JH</p> <p>EL</p>

6.	Next steps	
	<p>Following the resignation of one of the appointed consultants EL felt that we should review our future consultancy needs. The aim might be to use more local consultants for specific tasks. EL to raise at the Parish Council.</p> <p>EL will look to see whether it is possible to hold a pre-meeting prior to the objectives setting meeting on 22nd Jan.</p> <p>EL will circulate the Wye questionnaire and Bethersden draft NP to the group.</p>	<p>EL</p> <p>EL</p> <p>EL</p>
6.	Consultation	
	<p>It was noted that the business event had been postponed.</p> <p>It was felt that this meeting would be more useful once we had sight of the Eureka Park proposals.</p>	BH/EL
7.	Any other business	
	No matters were raised.	
8.	Date of next meeting	
	<p>15 and 22 Feb for Questionnaire workshops.</p> <p>EL to circulate possible dates for next evening meeting.</p>	EL

The meeting closed at 9.10 pm