**Scalford Neighbourhood Plan Advisory Committee**

**Meeting at 7:00pm on 21 May 2018**

**At Methodist Church School Room**

**MINUTES**

1. **Present** at the meeting: Cllr. Robert Ingles, Roy Stephenson, Janette Tonks, Neil Tonks, Annette Cave, Richard Mapletoft, Philip Marlow, Geoff Goodwin, Ray Smith, Cllr. Brian Dodd, Stephen Harris, Monica Harris, Sarah Lambert, and Gary Kirk of ‘*your*locale’

Apologies received from Ann Doody.

1. **Declaration of Interest.** If any member of the Advisory Committee has a pecuniary interest, e.g. own land or run a business within the parish of Scalford, they must declare that interest at any future meeting.
2. **Brief Update.**  Gary Kirk of *your*locale had been pleased with the Question and Answer session at the initial Neighbourhood Plan meeting on 25 April 2018 and was ready to take additional questions at this meeting. He advised that the *your*locale website was also a good source of information.
3. **Draft Terms of Reference.** These had been circulated previous to the meeting. Gary advised of the importance of following the correct procedures laid down in the Terms of Reference. He confirmed that our committee meetings must be open to the public and advertised in advance in much the same way as Parish Council meetings although the public could only observe proceedings. The actual Terms of Reference once formulated by this committee must then be approved by the Parish Council.
4. **Funding Position.** There is every likelihood that ample funding will be made available for our Neighbourhood Plan process and the first funding bid has been made. Up to £27,000 of funding is available although the average cost is around £15,000. Funding is released through the Parish Council and this will be a routine agenda item for future meetings.
5. **Draft Programme.**  A timescale spreadsheet had been circulated prior to the meeting. Gary advised that whilst precise timing is difficult, about 18 months for the process is the norm. The actual work by the Advisory Committee is around 12 months before the Plan is submitted. The next meeting of this committee will be an opportunity for Gary to find out exactly what aspects we want the Neighbourhood Plan to cover and focus groups will need to be established for each of those aspects. Existing Neighbourhood Plans can be looked at online and particularly that for the neighbouring village of Waltham. Gary mentioned that Norman Lusty a member of the Waltham committee may be willing to come to our next meeting and speak to us.
6. **Next Steps.** Committee members were requested to be looking in advance of the next meeting at those things we would like to see in the future in our community so that they may be included in the Plan. Other steps to be taken are:
   * 1. **Vision statement –** to be included in the Plan, Annette Cave offered to take the lead on this.
     2. **Logo –** Gary would circulate logos of other Neighbourhood Plans. The possibly of a competition for our primary school pupils was mentioned. Cllr. Brian Dodd offered to see the Head Teacher as he was going into school on Tuesday 22nd.
     3. **Questionnaires –** are a good means of involving the residents and Gary will supply examples of questionnaires used by others. Geoff Goodwin offered to lead a team to prepare a draft questionnaire.
     4. **Land ownership –** we need to try and contact all land owners within the parish. Philip Marlow offered to take the lead on this item.
     5. **Important Buildings –** this includes important buildings that are not ‘listed’.
     6. **Local Stakeholders –** it is good practice to identify these businesses etc at an early stage.
     7. **Communication –** we need to identify how we will communicate between ourselves and the community. On that matter all members present agreed and gave consent for their email addresses to be retained for the purpose of communicating with each other.
     8. **History of Parish -** Cllr.Robert Ingles will take the lead on this having already done much research on the history of Scalford.
     9. **Skills Audit –** members of the committee were asked to let Cllr. Robert Ingles know of any particular skills they may have that would assist in the formulation of the Scalford Neighbourhood Plan.
7. **Next meeting: Monday 25 June 2018 at 7:00pm.**