**Scalford Neighbourhood Plan Advisory Committee**

**Meeting at 7:00pm on 15 October 2018**

**At Methodist Church School Room**

**MINUTES**

The meeting opened at 7:02pm.

1. **Present** at the meeting: Cllr. Robert Ingles (Chair), Cllr. Brian Dodd, Richard Mapletoft, Philip Marlow, Stephen Harris, Monica Harris, Sarah Lambert, Geoff Goodwin, Neil Tonks, Janette Tonks, Roy Stephenson and Gary Kirk of ‘*your*locale’.
2. **Apologies** were received from Annette Cave and Ray Smith. The Chairman advised the committee that Ann Doody had resigned from the committee for personal reasons.
3. **Declarations of Interest.** There were no Declarations of Interest from those present at the meeting.
4. **Minutes of the previous meeting.**  The minutes had been circulated prior to the meeting and were accepted by the committee and signed by the Chairman as a true record. There were no matters arising from the minutes that were not to be dealt with by subsequent agenda items.
5. **Open Event Feedback:** The Open Event had been held at the Village Hall on Saturday 29 September 2018. Whilst attendance at the event had been disappointing with only 30 attendees nevertheless those that did attend were pleased with the various display boards and the opportunity to make comments and discuss matters with members of the Advisory Committee. The full content of the feedback made by attendees had been circulated to the committee and would be made available on the Parish Council website and Scalford Triangle website.
6. **Questionnaire.** There had been a good response rate to the Questionnaire that had been delivered throughout the Parish. A total of 99 questionnaires had been completed and all responses fully analysed by Survey Monkey and the results circulated to the committee. Gary requested that the committee review the results and advise him of any typos etc so that they can be corrected before the final version is issued for the website etc. The committee discussed how the resulting Neighbourhood Plan would be used by our Local Authority in determining future planning applications.
7. **Theme Group Launch.** There will be a Theme Group Launch meeting on Monday 29 October at 7:00pm at the Methodist Church School Room. Gary advised that Yourlocale will provide ‘Facilitators’ for each Theme Group. A paper had been circulated to the committee on ‘The Role of Theme Groups’. One of the display boards at the Open Event had asked for further volunteers to join the Theme Groups and 6 people had shown an interest. They will be invited to the launch meeting. It is envisaged that there will be three Theme Groups:
8. **Environment** with John Martin as facilitator.
9. **Housing** with Phil Goodman as facilitator and
10. **Transport** with Mike Preston as facilitator.

Each committee member gave a preference for the Theme Group they would prefer to join which showed sufficient interest for each Group among the committee. The aim of each Theme Group is to provide policies for inclusion within the final Neighbourhood Plan. It was agreed that the Groups should aim to report back on progress to this main committee by Monday 21 January 2019.

1. **Funding Update.**  The chairman advised that a second invoice from Yourlocale to the Parish Council had used all the available funds for the Neighbourhood Plan. There had been no response to the application made to the National Lottery for a possible £10,000 under the ‘Awards for All’ grants and it may be necessary to re-apply if the application is initially turned down.
2. **Next meeting: Monday 29th October 2018 at 7:00pm for Theme Groups Launch.**

The meeting closed at 8:40pm

**Signed Date**