**Scalford Neighbourhood Plan Advisory Committee**

**Meeting at 7:00pm on 25 June 2018**

**At Methodist Church School Room**

**MINUTES**

The meeting opened at 7:00pm.

1. **Present** at the meeting: Cllr. Brian Dodd, Roy Stephenson, Ann Doody, Annette Cave, Richard Mapletoft, Philip Marlow, Geoff Goodwin, Ray Smith, Stephen Harris, Monica Harris, Sarah Lambert, and Gary Kirk of ‘*your*locale’
2. **Apologies** were received from Cllr. Robert Ingles. In the absence of Robert the meeting was chaired by Cllr.Brian Dodd.
3. **Declaration 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. Matters not dealt with by subsequent agenda items were: (a) Brian Dodd to check with Robert Ingles that notice of these Advisory Committee meetings are posted on the village notice board to comply with the requirement that the meetings are open to the public, and (b) the Waltham Neighbourhood Plan Advisory Committee member referred to in item 6 of the last minutes is Martin Lusty and not Norman Lusty. It was agreed to call on him for his knowledge if felt necessary at any time during the process.
5. **Scoping Paper.**  Gary Kirk had circulated through Robert Ingles a Scoping Paper which begins to identify the key issues which will feature in our Neighbourhood Plan. Gary went through the Paper taking each issue in turn discussing them with the Committee.
6. **Funding Position.** The funding bid has been submitted through the Parish Clerk. Gary thought that we should have received a decision by now and Brian Dodd said he would speak with the Parish Clerk to chase it up.
7. **Reports from Sub-Groups.**
	1. **Socio-economic data**. Prior to the meeting Gary had circulated a data sheet obtained from the 2011 Census which provides useful information.
	2. **Vision Statement**. Annette had circulated a proposed Vision Statement prior to the meeting. This will be updated/amended as we go through the process of developing our Neighbourhood Plan.
	3. **Logo.** As this was to be produced in possible conjunction with the school, it has been placed on hold in view of the imminent school holidays.
	4. **Questionnaire**. Geoff Goodwin had put together a proposed questionnaire for delivery to the 321 households in Scalford Parish. He will circulate the draft by email to Committee members before a final version is produced and it was agreed that final comments regarding the questionnaire should be forwarded to Geoff before 6 July 2018. Printing of the questionnaires will be arranged by *yourlocale* and they will be delivered by hand. Householders will be encouraged to respond through an on-line web address given in the questionnaire, or hard copies of completed questionnaires can be returned to the Post Office in School Lane. Although one questionnaire will be delivered to each household additional copies can be requested for completion by other members of a household.
	5. **Land Ownership.** Philip Marlow reported that he had been unable to obtain information from the internet regarding Land Owners around Scalford Parish. The Committee agreed to use the local knowledge of residents to identify Land Owners and Philip would obtain a large scale map to on which to place the names of Land Owners. Sarah Lambert offered to assist Philip with this task.
	6. **History of Parish.** This is being dealt with by Robert Ingles. A one or one and a half page history is required for the Neighbourhood Plan so that the Examiner has some background knowledge of Scalford Parish.
8. **Next meeting: Tuesday 24 July 2018 at 7:00pm.**

The meeting closed at 9:00pm

**Signed Date**