



Minutes of Meeting

Meeting Held: Village Hall, 17 October 2016

Distribution: Those present, the Parish Council, Parish Council website

Introduction

Esther Potts, outlined the agenda and objectives of the meeting.

Apologies for absence were recorded for Matthew Chinn, Andrew Tusting John Brandon, Chris Toye, Cuca Hold & Jean Loughlan.

The minutes for the meeting of 12 September 2016 were approved.

Declarations of interest. Alexander Boswell declared an interest being a landowner.

Identify key partners and stakeholders

In the first three meetings we started to understand a little more about neighbourhood development plans and heard from other Parishes and towns about their experiences in developing them. In this our fourth meeting we started the work required to develop our own neighbourhood development plan.

Whilst it may not yet be complete those present debated who the key partners and stakeholders for the North Crawley Neighbourhood Development Plan may be and created a list. Volunteers agreed to approach the people and organisations on the list with the broad objectives of letting them know that the plan is being developed, finding out what their interests were in the parish and generally engaging them for future involvement. The information gathered in these initial meetings may help us to confirm or redefine the current parish boundary and may also assist us with how and when we engage with the community. These are only initial meetings and we anticipate the need to involve these people and groups throughout the process.

The stakeholders identified and volunteers were as follows:

Stakeholders	Volunteers
Residents	All
Land owners	Mike and Fred
Business owners	Matt and Gary
Education	Andrew
Clubs/organisations/the institute	James and Pat
Service providers	Trevor and Nick
Church	Trevor and Nick

It is requested that for each meeting, the volunteers should keep copies of all correspondence, create a written record of findings and provide an update at the next meeting.

Decide how and when to engage with the community

It was decided to defer this to next meeting. Attendees were asked to read the strategy and come to next meeting ready to discuss it. In the interim, if anyone knows of a Christmas event where we can present to raise awareness of the North Crawley Neighbourhood Development Plan then please email us before the next meeting.



Funding

From the initial research it seems that we have a small window in which to understand the process, prepare the application, wait for grant to be awarded and spend the money. It was proposed that we ask Parish Council for some funds to cover expenses whilst we get the grant application ready for start of the next financial year. This was agreed.

Date of the Next Meeting

The next steering group meetings will be held on Monday, 21 November and Monday, 19 December at 7:30 pm in the village hall.