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## Minutes of Meeting

### Village Hall, 10th August 2016 at 7:30pm

**Present:** Julie Saunders, Andrew Tusting, Chris Toye, Esther Potts, Gary Magee, Mathew Chinn, Wendy Habgood, Fred Flower, Jean Loughlan, Paula Stuart, Cuca Hold, Mike Wilson.

**Distribution:** Those present, the Parish Council, village notice boards

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## Introduction

Mathew Chinn, Chairman, outlined the agenda and objectives of the meeting.

Apologies for absence were recorded for Nick Freeman, Trevor Shaw, Chris Smith & Angela Shambrook.

A statement sent by Trevor Shaw was read to all present.

## Do we want a Neighbourhood Plan?

The above question was debated and people asked why the neighbourhood development plan had been raised in the first place? It was agreed that there were some good positive reasons for having a plan such as some control over development and there were defensive reasons also as the “village feel” was important to all present. The general consensus was very positive at the early stage with the following agreed conditions:

- Meetings need to be well publicised and open.
- Whether we want a neighbourhood development plan or not should be one of the questions raised with the residents of our village when we send out a questionnaire.

It was felt that it would be valuable to get one or more of the speakers from the first meeting to return in order to share their experiences of the process again to increase the understanding of the steering group and any other interested residents. Links to the process guides were also requested.

**Action EP:** Try to arrange a speaker from Sherrington for the next meeting.

The (Comprehensive) Neighbourhood Planning Roadmap Guide can be found on;  
<http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>.

The (Easier) Quick Guide to Neighbourhood Plans can be found on;  
<http://locality.org.uk/resources/quick-guide-neighbourhood-planning/>.

## Confirm membership of Steering Group and approve Roles and Responsibilities

The following roles were agreed and accepted:

- Elected Chairman – Matthew Chinn
- Vice Chair - Esther Potts (Parish Councillor)
- Secretary - Gary Magee (Parish Councillor)
- Resident Volunteers - Andrew Tusting, Chris Toye, Fred Flower, Jean Loughlan, Paula Stuart, Mike Wilson.



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## **Approve Terms of Reference**

A draft terms of reference document for the North Crawley Neighbourhood Plan Steering Group was distributed. This is to be read by the next meeting for debate, please email us your comments prior to next meeting.

## **Next Steps and Timescales**

A document “Key Stages and Indicative Timescales” was distributed and discussed. This lists all of the stages required to achieve an adopted plan with a rough idea of timescales.

## **Date of the Next Meeting**

The next steering group meeting will be held on Monday, 12<sup>th</sup> September at 7:30 pm in the village hall.