



# Neighbourhood Plan Advisory Group

Minutes of the meeting held on 16 May 2022 at 18:00 hours, Arlebury Recreation Centre

Present - In person: Councillors Byrne, Bean, Mrs Field, Mr Rees, Mrs Bailey  
Virtually: Mrs Bailey and Troy Hayes  
Minutes: M. Phillibert

Apologises – Councillor Jeffs and Ms Dalling

- | <u>Item No.</u> | <u>Action</u>   |
|-----------------|---|
| AG22/001        | <b>To elect Chair of Neighbourhood Plan Advisory Group</b><br><b>Discussion:</b> Terms of reference referred to and Chair is to be a councillor<br><b><u>Conclusion:</u></b> That the Chair of the Neighbourhood Plan Advisory Group is Councillor Michael Byrne  |
| AG22/002        | <b>To elect Vice Chair of Neighbourhood Plan Advisory Group</b><br><b>Discussion:</b> Terms of reference referred to, no restrictions on position of Vice Chair.<br><b><u>Conclusion:</u></b> That the Vice Chair of the Neighbourhood Plan Advisory Group is Mr Gareth Rees  |
| AG22/003        | <b>To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests on Items on the Agenda.</b><br><b>Discussion:</b> M. Phillibert explained the meaning of interests to the meeting<br><b><u>Conclusion:</u></b> No interest was declared   |
| AG22/004        | <b>Public participation for twenty minutes to allow members of the public present to raise questions and make comments, regarding the Neighbourhood Plan.</b><br><b><u>Conclusion:</u></b> No members of the public present.  |
| AG22/005        | <b>To agree communication means between Advisory Group members</b><br><b>Discussion:</b> Various means of communication discussed. Group agreed to create standalone secure email. In the meantime, personal contact details will be shared with the group.<br><b><u>Conclusion:</u></b> That the creation of a standalone secure email address is explored and if possible created.  |
| AG22/006        | <b>To agree future Advisory Group meeting dates.</b><br><b>Discussion:</b> The group discussed the options and frequency of meetings. The second Monday of the month, the Monday following the Planning Committee. The next two meetings will be 13 June and 11 July 2022.<br><b><u>Conclusion:</u></b> That the Neighbourhood Plan Advisory Group is held monthly on the second Monday of the month. The upcoming meetings will be 13 June and 11 July 2022. |
| AG22/007        | <b>To consider key points from the Neighbourhood Plan Engagement Day held on 28 April 2022 and create future actions.</b>   |

**Discussion:** The group discussed the Neighbourhood Plan Engagement Day. Once the poll has concluded for the key items to be addressed in order of importance. That smaller work groups are created to investigate further the key points; however, this is the beginning of a long process. The communication must be that the demographic is targeted that will be impacted by the Neighbourhood Plan and the correct social media platforms are created. Troy Hayes delivered a precis of the findings of the Engagement Day and questionnaires highlighting the main themes.

**Conclusion:** The main themes so far is Housing, Employment, Design and Character, Town Centre, Green Infrastructure, Biodiversity, Community Facilities, Heritage, Mobility and Delivery and Monitoring. When the poll has concluded a final document will be shared with the Group for consideration.

**Next Meeting: 13 June 2022 at 1800 hours Arlebury Recreation Centre.**

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**Action Table**

Action item	Owner	Deadline	Status
AG22/005	M. Phillibert	13/06/22	060622: NATC IT provider notified of request for new mailbox