

Kimble Neighborhood Plan Working Group Meeting: Minutes


Date 17/01/2018

Time: 7.30 pm

Venue: Stewart Hall Committee Room

Attendees: Alun Jones , Delia Burton, Gerald Redding , James Good, Robert Martin, Roger Howgate, Sue Howgate , Tim Shirra, Zeena Shirra, Leo Todd, Tom Dixon

Absent: Iona Mackinnon, John Austin, James Cripps, David Williams

	AGENDA ITEM	MINUTES
1.	Minutes of last meeting:	<p>Approved with the following addendums:</p> <p>Addendum 1 (Leo Todd): section 4d of update to action owner (section 4d) now with Neil.</p> <p>Addendum 2 (Leo Todd): Statement by Leo Todd, in his capacity as the Chairman of Kimble Pasture Ltd (beneficial owners of part of parcel 198 as identified in WDC's HEELAA document). Leo reported that following a Special General Meeting of Kimble Pasture Ltd, held at the Stewart Hall the previous evening, the land owned by the Company will not be offered for development in the coming "call for sites" exercise. Furthermore, speaking in his capacity, along with his wife, as owner of the strip of land that form the easternmost side on 198, Leo also stated that his land would not be offered for development either. Kimble Pasture planned to send a letter to WDC concerning this and other matters once all four of its directors were back in the UK but were content that this decision be put in the public domain through the KNP team minutes.</p>
2.	Potential conflicts of interests <ul style="list-style-type: none"> a. Declare and minute b. Re-clarify position 	<p>NO SITES DISCUSSED DURING THIS MEETING</p> <p>Agreed that members with land interest cannot take part in discussions or assess their own sites. The policy and conflicts of Interest will be made public.</p> <p>ACTION: James to send revised policy and form to the group.</p>
3.	Drop-in Session and Call for Sites Update from Sue and Next Steps	<p>Sue provided a progress update, explained session format and requested additional volunteers. The sub-group have decided on an approach to capture comments and questions in a 'Register' which will be responded to after the event.</p> <p>ACTION: Delia, Tom, Robert and Gerald to attend along with Leo, Roger and Sue. Zeena to help set up 9am</p> <p>ACTION: Gerald has been working on initial set of FAQs for the website. Leo to support circulate and obtain feedback before posting on website.</p> <p>ACTION: Leo to get source maps of AONB, Greenbelt and SSI and print them + post of website.</p> <p>ACTION: Leo suggested all should read My Community Guidelines ahead of the event.</p>
4.	Selection Criteria and process definition	<p>James explained the next steps in the process. Neil will issue draft scoping document for group review before submitting to WDC.</p> <p>AGREED: Site assessments will begin after the deadline date but submissions will be accepted after the deadline.</p> <p>AGREED: James to invite Neil to next meeting (after Call for Sites deadline), so that he can help with 'pre-screening' and assessment criteria. In the meantime the group could look at the Bledlow plan to see what criteria they applied.</p>
5.	Actions/updates on grant funding from My Community 	<p>Delia reminded all grant funding to be used by end of March and requested all expenses must go via Delia.</p> <p>ACTION: Delia/James to agree invoicing schedule with Neil.</p>

		ACTION: Delia to apply for next grant funding by end of Feb.
6.	Update on project schedule/plan	No amendments made to v5.0 which was circulated to the team ahead of the meeting. ACTION: Zeena to provide a 'display' version to Sue. ACTION: Sue to create a pictorial version for the 10 th .
7.	Outstanding actions from previous meeting	ACTION: Tom to check site terminology is consistent on the website. ACTION: a couple of people still need to submit their Biographies. ACTION: All to submit revised Declaration of Interest.
8.	Confirmation of next meeting date ^[11] _[SEP]	Agreed: 21 st Feb ACTION: James G to invite Neil. The meeting may start earlier than 7:30pm.
9.	A.O.B. ^[11] _[SEP]	Sue thanked team for delivering leaflets.