

# Kimble Neighbourhood Plan Working Group Meeting: Minutes

Date 21/02/2018

Time: 7.30 pm

Venue: Stewart Hall Committee Room

**Attendees:** Alun Jones , Delia Burton, Gerald Redding , James Good, Robert Martin, Roger Howgate, Tim Shirra, Zeena Shirra, Leo Todd, Tom Dixon, Iona Mackinnon, James Cripps, David Williams

**Apologies:** James Cripps, Sue Howgate.

|    | AGENDA ITEM   | MINUTES  |
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| 1. | Minutes of last meeting:                            | Approved with a point of order that, in the absence of the Working Group Chair, Working Group meetings should be chaired by the Working Group Secretary.   |
| 2. | Group membership changes:                           | John Austin has stepped down from the Working Group and will as Parish Council Chair continue to be copied in on emails.   |
| 3. | Conflicts of interest:                              | Potential conflicts of interest were noted in relation to sites submitted in response to the call for sites. JG used a parish map to pin-point the location of each site submitted and Working Group members indicated potential conflict of interests on a site-by-site basis.<br>ACTION: ZS/TS to document Conflict of Interest register for review by the Group.<br>ACTION: JG to consider available guidelines and complete a draft of the proposed final Conflict of Interest Policy Statement for agreement by the Group.  |
| 4. | Drop-in Session:                                    | All involved were thanked for their good work contributing to a successful day and further thanks to SH for subsequently compiling a summary of comments.<br>ACTION: LT & RH to discuss and propose what material could be uploaded to the website for approval by the WG.<br>AGREED the following for the next public engagement session: <ul style="list-style-type: none"> <li>• Buy in organisational /presentation expertise as appropriate instead of full DIY.</li> <li>• Focus on improvement and other benefits this process will bring to the community.</li> <li>• Achieve clarity in communication that not all sites submitted will be accepted.</li> </ul>   |
| 5. | Call for Sites, Assessment Criteria and next steps: | Using site submission material and summary of 1 <sup>st</sup> review by O'Neil Homer, the Working Group briefly reviewed each site once the physical location of each site was clearly indicated on maps. The objective of this was to: <ul style="list-style-type: none"> <li>• Ensure all WG members are familiar with the location and high-level characteristics of each site submitted.</li> <li>• Gauge approximate opinions on the summary of each by O'Neil Homer</li> <li>• Identify initial site-level questions to be followed up</li> <li>• Further inform/refine the formation of an approach to site selection criteria</li> </ul> LT noted that at this stage he would not be content to give definitive comment on sites before having time to review and become more familiar with the detail. The WG agreed to give assurance that the process was a preliminary first stage of a more involved and most likely iterative process to follow, which would be a process that would follow a structured approach to be fully agreed by the WG.<br>ACTION: TS & ZS to record the output of the process above onto an initial Site Schedule for review.<br>AGREEMENT & ACTION: Due to the sensitivity of information under review and the importance of avoiding unmanaged release of information that could impede progress of |

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|    |  | the Neighbourhood Plan, all WG members were asked and agreed to respect strictly the confidentiality of the information under review, going forward.  |
| 6. | Actions/updates on grant funding from My Community : | DB indicated £3.5k of this financial year's grant remains unspent and that we don't qualify for technical assistance unless using the grant authority's own technical resource for that. JG indicated the Parish Council has some funding assistance available, and that Wycombe Council could possibly be asked to carry out some tasks on our behalf. AGREED to not pursue the request for technical funding for the next financial year. AGREED - finance expenses for the next financial year and Neil's invoices will be presented and settled in this year. |
| 7. | Update on project schedule/plan:                     | No amendments requested/necessary.  |
| 8. | Confirmation of next meeting date:                   | Agreed: 13 <sup>th</sup> March 7:30pm. Neil Homer and Judith Orr to attend.<br>ACTION: Venue tbc  |
| 9. | A.O.B.   | None  |