

Great and Little Kimble cum Marsh Neighbourhood Plan Working Group Meeting

September 20th, 2017, 19.30 - 21.30

Minutes/Meeting notes

Attending: David Williams, Tom Blixon, Tim Shirra, Sue Howgate, Roger Howgate, Zeena Shirra, Delia Burton, Iona Mackinnon, James Good, Robert Martin

Apologies: James Cripps, Alun Jones, Gerald Redding, Leo Todd

Prior to the agenda business of Working Group, Neil Homer of RCOH was introduced to the group and gave an overview of his extensive experience of the neighbourhood plan creation process for different communities, and his current recommended considerations with respect to the current context for our parish and how we might consider proceeding.

1. Minutes of last meeting
 - a. Approved
2. Update on PC approval of RCOH as consultants
 - a. Confirmed as approved
3. PC approval of requested budget
 - a. Confirmed as approved – £20k over two years
4. Project visioning workshop (private meeting)
 - a. It was agreed that we need to progress to holding this as soon as reasonably possible, and that in terms of invitees external to the PC and WG, an officer from Wycombe planning policy team should be invited.
 - b. The favoured week for the workshop is w/c 30th October (on Tues 31- or Thurs Nov 2nd) @ Sue to confirm availability and book the bigger room. Refreshments to be arranged, too.
5. DK: grant application
 - a. Ongoing – well underway, with various feedback from the WG now received and compiled. Delia B, Tim S and Zeena S to carry on as soon as possible, incorporating feedback into application with a view to submitting before end of September.
6. Update on NP questionnaire
 - a. Agreement that the questionnaire needs to go out with the newsletter at the end of September, to gather feedback from the parish community that can feed in to the Visioning workshop. Therefore, final draft needs to be ready by COP Monday Sep. 25th.
 - b. Roger H, Tim S and Zeena S to work on final draft questionnaire, aiming to issue to WG for final round of comments by Monday Sep 25th – drop off locations are the Swan and Kimble Hall post box, Meadowbrook in Marsh.
 - c. To accompany the questionnaire, it would be good for Sue to insert a short 'advert' for it in the newsletter highlighting that this is people's chance to contribute opinions to the neighbourhood plan process.
7. Update on website
 - a. Website is live. When Leo gets back, he will put up the relevant minutes and agendas.

- b. in terms of contact policy for people with questions on the NP, rather than have an email point of contact which may get inundated with emails, it was agreed that the website should direct people to attend PC meetings. This echoes what will be stated on the questionnaire.
 - c. Look at other detail on site management when Leo returns from holiday.
- 8. Update on project schedule and plan
 - a. Zeena S circulated the latest schedule for review by the group. It was agreed the following changes be made:
 - i. Questionnaire out by Sep 29
 - ii. Visioning workshop no later than Nov 2
- 9. A.O.B
 - a. No other business raised
- 10. Next meeting: October 18th, 19:30, Stewart Hall

Admin Decisions

- James Good will be first point of contact for RCOH: to be cc'd, Tim Shirra, Tom Dixon, Delia Burton and Julie Bunker