

**Minutes of BADGERS MOUNT NEIGHBOURHOOD PLAN 4th STEERING
GROUP MTG – 20th June 2019 (8pm– 9.30pm)**

1. Attendees and Apologies for Absence

Chair - Cllr Alistair Dunlop (AD)

Cllr John Grint (JG)., Cllr Tracey McCartney (TM), Cllr Simon Lake (SL), Cllr Gordon Plumb (GP), Roger King (RK) Simon Taylor (ST), - SDC, Geoff Dessent (GD) – Neighbourhood Plan Coordinator,

Apologies – None.

2. Noting the agreed minutes of the 3rd NPSG meeting held on 16th May

There were no further comments on the minutes of the 3rd NPSG meeting.

ST explained that Badgers Mount Parish (along with Shoreham and Halstead) have now been designated Neighbourhood Areas, by the relevant SDC portfolio holder, and therefore can now formally progress with developing Neighbourhood Plans. ST also explained that SDC could help with a housing needs survey detailed maps of the Parish (ST agreed to provide 6 A0 size maps) and a further 4 A0 maps of the built-up area – to allow a focus on the type of housing.) ST explained that SDC could also help with policy maps and any other types of map which might be required.

3. Progress on recruitment to the Topic Groups and Steering Group/Key Objectives

Although initial expressions of interest have been logged by residents, it was agreed that it is now important to formally populate the 4 topic groups now identified. The key steps to do this will be as follows:

- Cllrs having now chosen topic groups will seek to provide a brief remit for the group(s) they are in
- There will be a NP newsletter to be finalized at the next meeting to aid engagement with local residents and seek recruitment to the topic groups, showing more clearly what each topic group will be aiming to achieve
- It was agreed there should also be an open meeting in September to further engage the community in the Neighbourhood Plan

Topic Groups – initial membership

Topic Group 1	Topic Group 2	Topic Group 3	Topic Group 4
Housing and Development	Environment and Local Economy	Character and Heritage	Infrastructure and Community Assets
Chair ?	Chair ?	Chair ?	Chair ?
Roger King	Roger King	Simon Lake*	John Grint*
Gordon Plumb*	Gordon Plumb*	Tracey McCartney*	Tracey McCartney*

*Parish Councillor

Note – for maximum community engagement the aim is for each of the topic groups to be chaired by a non-Councillor resident, and all the chairs will be on the Steering Group.

4. Agreement of the Specification for consultations (as circulated)

This was agreed subject to the comments listed in 6.4 below.

5. Stakeholder Engagement including Neighbouring Parishes

It was agreed that a list of the 12 – 15 key stakeholders would be drawn up and agreed at the next meeting with a view to the members of the steering group meeting with each of them as a first round of consultation to gather views and concerns, and to smooth the way for the formal consultation stages later on in the process. It was agreed local Land owners were particularly important.

6. Budget

6.1 2019/20 NP Budget – this remains at £10,000, with no monies yet spent.

6.2 Immediate Calls on Budget – the first call on the budget will be the NP coordinators pay -this will be paid from the PC along with the clerks pay and then reimbursed every 6 months from the NP budget.

6,3 Application for Locality Grant - it was agreed, given that it would take time to get into the detailed work and that 3 months of the current year already passed, that as Locality Grants must be spent in the year they are applied for, that GD should apply for the Locality Grant to be spent in the year 2020/21, which meant putting in the application in April 2020. It was also agreed GD should explore all other sources of funding and support both from Locality and others sources. ST explained that some Parish Councils had received help from Locality in the form of free consultant time and various aspects of preparing a Neighbourhood Plan.

6.4 Engagement of consultants

Some comments were suggested on the specification., namely that:

- As Badgers Mount Parish Council had now been designated a Neighbourhood Area, that this should be reflected
- That it should be made clear that Badgers Mount Parish was in the North Downs AONB
- That it should be made clear that the Steering group and ultimately the Parish Council would choose the successful contractor on the grounds of overall value for money

Once these comments had been added to the specification it was agreed GD should send this out to the three chosen consultants and invite them to put in bids by 15th July 2019. This specification/invitation to tender should be sent out on Monday 24th June, along with:

- A map of the parish
- Terms of references of the NPSP
- Meeting minutes of the NPSG meetings to date
- Draft road map for the development of the NP
- Background statistics about the Parish

7. Next Steps

The next meeting of the NPSG will be on 18 July at which:

- The key stakeholder list would be discussed and agreed
- Ideas to populate the grid for topic group members would be discussed and enlarged, along with the brief description and focus of each topic groups
- The first NP Newsletter would be discussed and finalized, with a first draft being prepared by GD before the meeting

Geoff Dessent (Neighbourhood Plan Coordinator)..... 21ST June 2019