

**Minutes of the Neighbourhood Plan Steering Group Meeting**  
**Held on Monday 2 March 2020 at 7.30pm in the Parish Council Office, Denham**

Attendees:+	Cllr Marilyn Heath (MH) Chairman ## Cllr Sharon Williams (SW) # Cllr Marilyn Hagon (MEH) # Cllr Sylvia Jefferies (SJ) # Cllr Guy Hollis (GH) Cllr Julia Walsh (JW) Cllr Frank Duffy (FD) # Cllr William Davey (WD)	Cllr Sam Sproul (SS) # Cllr Karina Bowen (KB) Ast. Edna Austin (EA) Res. John Young (JY) # Res. Alan Head (AH) Res. Tony Valentine (TV)  <b>Clerk – Jagjit Brar (JB)</b> # = Apologies Received
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Min Ref:	Meeting Minutes	Action
20200303/01	<b>Apologies for absence</b> See above	
20200303/02	<b>Approval of minutes of the last meeting</b> Agreed at last full Council	
20200303/03	<b>Matters arising from the minutes of the last meeting on 15 January 2020</b> <ul style="list-style-type: none"> <li>- Denham Aerodrome and Wyatts Covert</li> <li>- Bakers Wood and Broken Gate Lane</li> <li>- Anoopam Mission</li> </ul>	
20200303/04	<b>Update on Strategic Environmental Assessment (SEA)</b> Response received from SBDC Planning Team and SEA <b>is not required</b> and we can progress with the Plan	
20200303/05	<p><b>Pre-Submission Document</b></p> <p>Cllr JW, Cllr FD, EA and JY have all forwarded responses for amendments to the Clerk.</p> <p>A suitable photo for the cover was discussed, the old drawings were agreed upon (with an edit on Denham Golf Club station) and a collection of the best photographs including views not just buildings to be used on the Village Character Study document.</p> <p>It was discussed that the whole document needs wordsmithing to bring it all together. Clerk raised that Alan Head had offered to take this task on once completed. Clerk to forward final document to Alan when ready.</p> <p>Cllr FD offered to review the areas of north Denham which includes Denham Aerodrome, Wyatts Covert and others that have been missed that have been missed.</p> <p>EA offered to look at the characteristics of Bakers Wood and Broken Gate Lane that have been missed.</p> <p>It was identified that the area around Denham Country Park, Bucks Golf Course and Anoopam Mission had also not been</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr FD</b></p> <p><b>EA</b></p>

	<p>mentioned in the Plan. In addition the area West of the A412 to Iver and Willetts Lane has also not been covered. JY to look into the area and report back to the Clerk within the next week.</p> <p>The appendices of listed buildings has not been included, Clerk to raise it with Neil Homer.</p> <p>Clerk to check that Local Plan additions from Cllr GH have been included and are correct.</p> <p>To allow for the additions and the wordsmithing it was <b>agreed</b> to have the final document ready for sign off at the Full Council meeting on the 14 April 2020 rather than rush for the Annual Parish Meeting (APM). It was agreed that there would be information on the Neighbourhood Plan available at the APM with the details 'coming soon'.</p>	<p><b>JY</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
20200303/06	<p><b>Consultation Process</b></p> <ul style="list-style-type: none"> <li>• <b>Locations</b> <p>It was agreed to have hard copies available to view in the</p> <ol style="list-style-type: none"> <li>1. Memorial Hall</li> <li>2. Toby Carvery</li> <li>3. New Denham Community Centre</li> <li>4. Higher Denham Community Association</li> <li>5. St Marks,</li> </ol> <p>Hard copies of the Plan to me made availbel in the Parish Council Office, Capswood, Denham Garden Village, Denham Film Studios Community Centre and pubs.</p> </li> <li>• <b>Formats</b> <ul style="list-style-type: none"> <li>- The documents will be available for download from our website</li> <li>- Reference hard copies will be available at the above locations</li> <li>- Possible precis document to be produced to give an overview of the Plan. EA to look at possibly pulling together</li> </ul> </li> <li>• <b>Events</b> <ul style="list-style-type: none"> <li>- Five consultation events will take place at the above locations, spread out at different times.</li> <li>- All events to be publicised together with varying dates and times to allow as may people to attend as possible.</li> <li>- Office to be open at designated times to allow the public to view the Plan</li> </ul> </li> </ul>	<p><b>EA</b></p>
20200303/07	<p><b>Local Plan</b></p> <p>We are awaiting confirmation that the Planning Consultant, Adrian Barker will be able to attend the revised hearing date on the Greenbelt.</p> <p>Clerk and Alan Head to chase</p>	<p><b>Clerk</b></p> <p><b>AH</b></p>

20200303/08	<b>Any Other Business</b> None	
20200303/09	<b>Date of Next Meeting</b> Wednesday 18 March 2020 at 7.30pm in the Parish Council Office	

Jagjit Brar - Clerk  
Monday 2 March 2020  
Meeting Closed at 8.50pm