

Minutes of the Denham PARISH COUNCIL Neighbourhood Plan meeting

Held on Wednesday 21 March 2018 at Denham Parish Council Office

Cllrs.	Cllr M Heath (MH)	Residents	Mr Alan Head (Chair) (AH)
	# Cllr J Walsh (JW)		Ms Edna Austin (EA)
	# Cllr K Bowen (KB)		## Ms Glenda Barney (GB)
	Cllr W Davey (WD)		## Mr Steven Buck (SB)
	Cllr S Williams (SW)		## Mr Jon Huntley (JH)
	# Cllr G Hollis (GH)		Mr Roy Lyle (RL)
	# Cllr S Jefferys (SJ)		Ms Glenys Price (GP)
	Cllr J Newby (JN)		Mr John Young (JY)
##	Cllr A Pamment (AP)		Ms Sue Clark (SC)
	# Cllr M Skelton (MS)		Mr Malcolm Dunlop (MD)
	Cllr S Sproul (SS)		Mrs Barbara Dunlop (BD)
			# Mr Tony Valentine (TV)
			# Mr David Quinton (DQ)
Clerk	Tracey Webb (TW)		

= Apologies Received

= Absent No Apologies Received

Minute Number	Minute	Action
1	Welcome and Apologies for Absence As noted above	
2	Notification of urgent matters None	
3	Minutes of Meeting held on 21 February 2018 AH encouraged for all members to look at examples of Neighbourhood Plans from other authorities. Members still require a definition of 'affordable housing'. Minutes of Meeting held on 21 February 2018 AGREED	All Members NH
4	Vision Session Paper March 2018 AH pointed out that this paper was a starting point. It was important to set out the position and the background of what the Neighbourhood Plan is about. It sets out how the 'Task Teams go forward and update and correct any mistakes. AH went on to say about what we are trying to achieve, what the community want for Denham in planning terms i.e. preserving land, parking issues, environmental matters, developments, schools, GP surgeries etc. Consultant can advise what to steer away from. AH expressed the importance of the 'Task Teams' and the Neighbourhood Planning Meetings going forward. Members wanted to know the process of where the Neighbourhood Plan goes. AH explained. AH advised that the process could take approximately 2 years.	NH

	There is great encouragement from the Government to get a Neighbourhood plan in place and there is funding available. Co Clerk to advise on claiming government funding. Change to paper regarding the 7 distinct settlements, this was agreed to be changed to 5. The paper would be used as a briefing note for each 'Task Group' Amend the paper regarding the school on Page 3. This refers to Denham Village school and not Denham Green. SW advised that BCC are consulting for the school to be expanded. Amendment to paper relating to Denham Village, last paragraph on Page 3 under heading for the Village; does not make sense. New Denham and Willowbank – impact of Uxbridge and HOAC move to be added. AH advised that there will be much more to add to the Vision paper after the 'Task Team' meetings have gone ahead. AH would guess that 2-3 meetings would be enough depending on level of interest. There is no limit to groups however they should be within reason. There is a need for a constant core team.	Co Clerk AH AH AH AH
5	Settlement' Local Task Teams a. Identify Leaders (Chairs) of Each Team • Denham Green – Roy Lyle and Cllr Sylvia Jefferies have been identified to lead the task team. • Denham Village and Settlement adjoining A40 – Cllr Guy Hollis and John Young has been identified to lead the task team. • New Denham and Willowbank – Cllr Sam Spoul and Tony Valentine have been identified to lead the task team. • Higher Denham – Cllr Sharon Williams, Edna Austin and Glenys Price have been identified to lead the task team. • Tatling End (including Bakers Wood and Broken Gate Lane) – Cllr William Davey and David Quinton have been identified to lead the task team. b. Agree Area of Work of Local Teams It was agreed that the first meeting would be held in the last two weeks of April and would be reasonably co-ordinated with all task teams. It was agreed that AH would provide a briefing note with examples of other Neighbourhood Plans. It was agreed that that the hall hire would need to be claimed back as expenses. It was discussed that each group would agree on the publicity that they felt would be affective in their area. It was agreed that TW would send over the hall information to each leader.	RL & SJ GH & JY SS & TV SW, EA & GP WD & DQ All members AH All members All members TW

	It was agreed that TW would put together a standard poster to be changed and printed when the meetings have been arranged. It was agreed that the Councillor Leaders parish email can be used on all correspondence if relevant. It was agreed that the Edlesborough Parish Council document would be put into the briefing pack. WD advised that the first Tatling End meeting is going to take place on 19 April 2018 at the Toby Carvery.	TW All members AH/MH
6	To agree Dates and Programme of work for 2018. One week to confirm date, time and location of first meeting (by 28 March 2018) to Clerk. Two weeks for AH to produce briefing packs. It was agreed for members to look at information from other councils prior to first meeting. It seems that other parishes are going through a similar process i.e. Gerrards Cross, Beaconsfield, Stoke Poges and Iver. It was discussed that it was more important and relevant to put a Neighbourhood Plan in place due to the Unitary bid. It was discussed that all leaders would require to arrange to take minutes at their meetings. End of May – arrange for local teams to get all information together for June meeting. It was discussed that all team leaders are required to get the word out about the meetings.	All members AH All members All leaders All leaders
7	Any other Business Apologies from Cllr Sharon Williams for next meeting on 18 April 2018.	
8	Next Meeting To confirm the date of the next meeting <u>Wednesday 18 April 2018</u> at 7.15pm	

Tracey Webb
Parish Clerk
21 March 2018