

Minutes of the Denham PARISH COUNCIL Neighbourhood Plan meeting

Held on Wednesday 18 April 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 Tony Valentine (TV)
#	Cllr S Williams (SW)		Mr David Quinton (DQ)
	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)		
##	Cllr M Skelton (MS)		
#	Cllr S Sproul (SS)		

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 March 2018 AGREED	
4	Vision Session Paper The Briefing Notes provided have taken over the Vision Session Papers and can be used in the Task Team's meetings. A Definition of Affordable Housing has been provided by AH and copies are available from the Clerk. The Neighbourhood Plan for Edlesborough Parish Council was provided and copies are available from the Clerk.	
5	Funding for Neighbourhood Planning Funding is available for Neighbourhood Planning and will be discussed separately with the Clerk.	
6	Confirmation of the Task Team's first meeting date Tatling End, Bakers Wood and Broken Gate Lane The first meeting is confirmed on Thursday 19 April at The Toby Carvery at 7.30pm.	

	Denham Green The first meeting is confirmed on Saturday 28 April at St Marks Church Hall at 10am. Higher Denham The first meeting has not been confirmed as yet. Conversations will take place on 19 April 2018. Clerk to forward the availability of the Higher Denham Community Hall to Cllr SW, EA and GP. Cllr SW to communicate with the Clerk for leaflets and banners. New Denham and Willowbank The first meeting dates have been attempted however Cllr SS and TV has been having some issues with residents not being able to make any of the meetings. Cllr MH suggested a banner to be placed to inform residents and a leaflet drop. AH stressed how vital it was for residents to be a part of the Neighbourhood Plan. Cllr SJ advised that she would be happy to help with a leaflet drop. Clerk to send mock up leaflet to TV and Cllr SS. Cllr SS to communicate with Clerk for leaflets and banners. Denham Village The first meeting date is Thursday 10 May at the Parish Offices at 7.30pm. Clerk to add information to DPC Facebook page.	Clerk Cllr SW Clerk Cllr SS Clerk
7	Banners and distribution of posters/leaflets for Neighbourhood Planning Task Teams Information regarding the Neighbourhood Plan is on the Website already. A banner has been designed and Task Team's need to give at least 5 days' notice to Clerk if they require a banner to be produced. Clerk to arrange for the Denham Green's banner to be moved to the corner of the railings.	All Clerk
8	Briefing notes for each Task Team AH discussed the Briefing note that he had put together and how it puts the Neighbourhood Plan into context including its benefits. It sets out the five main step of how Neighbourhood Planning works. The Task Team Groups are designed to define what residents want in each area. AH advised that the list of issues on the Briefing note is not total or absolute but a starting point for each group. The Task Team leaders will need to organise how the comments are brought forward to the next Steering Group meeting which will be held on 23 May 2018. Clerk to change the comment cards being used at the meetings with a tick box relating to GDPR. All Task Team to have these comment cards readily available.	All Clerk All

	It was suggested that there would need to be 2/3 meetings for each Task Team Group. AH said how important it was for the meetings to be as free flowing as possible. AH suggested that the leaders should have in mind the 'main issues' in their areas AH advised that it is important for Denham to have a Neighbourhood Plan in place in spite of what it is happening with the unitary. It was suggested that a planning representative from SBDC is invited to one of the meetings at a later stage.	
9	Any other Business Clerk to arrange for the weekly Planning applications received from SBDC to be sent to TV. AH to advise on the policy of how much Social Housing is required in the local plan. It was discussed that social housing is needed in the area and sites need to be identified.	Clerk AH
10	Next Meeting To confirm the date of the next meeting <u>Wednesday 23 May 2018</u> at 7.15pm Noted	

Tracey Webb
Parish Clerk
18 April 2018