

Ewhurst & Ellens Green NP
Minutes of SG Tuesday 18th November 2014

1. In attendance - TB, BA, DQ, AW plus JA. Apologies from VH and PG

2. Minutes of previous meeting 27th October 2014 - Approved

3. TB confirmed

3.1 WBC had formally approved in writing to both clerk of PC and self our application to prepare a NP

3.2 Our contact officer WBC planning had verbally confirmed we should pro-tem work on housing contribution of 30 units.

4. **Project Plan & Structure** - AW produced large scale detailed project plan. This to be provided to DQ for lamination to go on display board at public meetings. All members of SG to have copy to study and retain for future use. All agreed this plan must remain flexible and change according to circumstances.

5. **Public meetings**

5.1 Village Hall Wed 26th 8pm and Sat 6/12 at 10am. SG to arrive 1hour before meeting if possible to set up. TB will have key to unlock.

5.2 TB has made provisional booking of Hall for evening of Wed 17/12 just in case numbers of 2 planned meetings exceed capacity.

5.3 Publicity

- Ebulletin has gone out and further will be sent in week before each meeting. TB to remind MT

- Posters have all gone up

- RC of PC has sent reminder email to various village clubs/organisations.

5.4 Key message sheet approved and JA to pass to DQ for printing [200]

5.5 Possible Q & A discussed and agreed. JA to prepare to send to all

5.6 Attendance sheet and questionnaire approved and to be passed by JA to DQ for printing [200]. Former to be handed out to all on arrival, latter on departure. TB will bring large quantity of pens.

5.7 VH to confirm she has obtained large scale maps of Parish Boundary, Ewhurst Village settlement boundary, AONB, AGLV, and Conservation Area for display. [Are display boards coming from WBC or DQ?]

5.8 TB to remind shop and pub ½ days before to have boxes for collection of questionnaires and staff briefed

5.9 Agenda and running order for meetings

- Introduction & Welcome TB

- What is a NP AW

- The process BA

- Community Engagement BA
- Housing TB
- Communication JA 1st meeting & VH 2nd meeting
- Q & A
- Summing up TB

6. Steering Group composition- agreed we need additional members and meetings to be informed of this and other volunteers required [working parties, clerk/s, statistician/ researcher, and communicator].

7. Website - noted that this could not be ready for meetings and that early New Year was target now. JA/TB/MT to continue working with contractor.

8. Consultants & Grants - TB stated that he was confident that PC would agree to include within precept for 2014/5 £4000, in addition to £1000 budget provided from general reserves. He felt we should be able to cover all basic expenditure up to end of that financial year. However we would require grants if we wished to engage consultants to [a] Analyse detailed village research questionnaire and possibly check on that document and [b] Advise whether draft approved NP meets all statutory requirements prior to Independent Examination. Agreed he should approach consultants from variety of sources for quotes for SG to select, in anticipation of applying for grants form Locality and any other sources, through Parish Clerk.

9. Dates of next meetings [all to be at Sayers Croft unless otherwise advised]

Tuesday 9th December

Monday 12th January

Monday 9th February

Monday 9th March