

# WALFORD PARISH COUNCIL

## Minutes of Neighbourhood Planning Steering Group



**Held at Walford Village Hall**  
**Monday November 13th, 2019 at 19:00**

**Present:**

Councillors: Simeon Cole, Bob Puzey

Non- council members: Andrew De La Haye (Chair), Dave Berry

**In attendance:** Bill Bloxsome, Leigh Russell

1. **Apologies for absence** – Jon Stern, Chris Barron
2. **Declarations of interest and written requests for dispensation** – It was agreed that declarations of interests would be made as they became subject during the meeting.
3. **Minutes** – it was **resolved** to adopt the minutes of the meeting held on 21<sup>st</sup> October 2019 as a true and accurate record. They were signed by the Chair.
4. **Public participation session**  
No representations were made.
5. **Consultants**
  - 5.1 Bill Bloxham made a presentation of his understanding so far and the key points and issues that will need to be considered going forwards.
  - 5.2 Copies of the slides will be circulated following the meeting.
6. **Finance**
  - 6.1 Funding application has been accepted as submitted.
  - 6.2 RFO has approved and a budget produced.
  - 6.3 All spending must go through the RFO and Copied to Dave Berry for project tracking.
7. **Communications**
  - 7.1 Launch meetings are set for 23<sup>rd</sup> Nov at BVH 10:am and 30<sup>th</sup> Nov WVH 3:00pm.
  - 7.2 Andrew to present followed by questions and answer session.
  - 7.3 Supported by maps and Site submission document and examples of other NDPs.
  - 7.4 Need volunteers for tea and biscuits.
8. **Planning**
  - 8.1 Stage 2 of plan has been fleshed out
  - 8.2 Next meetings need to cover Vision and Objectives, followed by Site assessments review.
  - 8.3 Aim to be ready for Public consultation event during February 2020.
  - 8.4 Need to ask public about sites (building s and/or land) of special interest to the community.
9. **Other items**
  - 9.1 It was agreed that Chris Barron would be interim chair in Andrews absence.
  - 9.2 It was agreed to cop-opt Leigh Russell onto the steering group. Her speciality is ecology and has offered to help us to use social media to enhance our reach in the community.
10. **Public participation session**
  - 10.1 It was agreed to remove the public participation sessions and allow the public to contribute throughout future meetings.
11. **Items for next meeting agenda**
  - 11.1 Standard agenda items
12. **Date of next meeting**  
Thursday 5<sup>th</sup> December 7:00pm at Walford Village Hall.

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**Minutes of Neighbourhood Planning Steering Group**



The Chair closed the meeting at 20:55.

SIGNED

DATE