

**Summary notes of the Neighbourhood Plan Steering Group meeting at  
Apperley Cricket Club on Saturday 5<sup>th</sup> January 2019**

Approximately 20 people in attendance – all members of the parish – a few apologies for absence had been received.

Sue Baldwin opened the meeting with a brief outline of the reasons for wanting a Neighbourhood Plan and asked people to consider what they could contribute and if they were able to join the steering group. At the end of the meeting a list of those volunteering to join the Steering Group would be generated and this will go to the Parish Council to formally adopt the Steering Group. It will be necessary to appoint a committee and at this stage no-one was volunteering. However Michael Couzens (not able to attend this meeting) had agreed to be nominated as Chair in the absence of another volunteer. It was agreed that at the next meeting appointments would have to be made.

Everyone was invited to introduce themselves and state what skills they have to offer the group and support going forward.

It was acknowledged that some people had attended the meeting to find out more but may not be interested in joining the Group.

There was some discussion about the process that had to be followed as outlined in the Locality Neighbourhood Plans Roadmap Guide. SB explained that the first step in the process was to publicise the idea of a Neighbourhood Plan to the community in order to get their input and buy in to the process. After some discussion it was agreed that a leaflet campaign would be a good first step and with only 377 dwellings in the parish it was relatively easy to distribute to all households.

In addition to the initial leaflet campaign it would be necessary to communicate with people on the verges of the parish who may relate more to the Deerhurst and Apperley communities than their own Parish area. A detailed communication plan would need to be prepared. Good communication with the community is a clear requirement and failure to communicate effectively during the process would result in failure. At this stage no steps towards writing a plan can be taken as the input of the community will feed into the content of the plan.

The application to TBC to recognise Deerhurst as a Neighbourhood Area has been submitted by the Parish Council and this will be ratified on 6 February. Meanwhile the following actions were agreed:

<b>Activity</b>	<b>Volunteers</b>
Draft leaflet for household communication	Sue Baldwin, Heather McClain, Emma Checkley
Review leaflet	Laura Bromberg
Approve leaflet	Parish Council

Copy leaflet	Michael Couzens
List of addresses	Jim Pollard
Distribution	Mark Tibbles, Richard Edwards, Steph Ridal, Gill Lowinger, (Apperley) Dave Beddoes (Lower Apperley and Hoo Lane), Chris Mundy, Bob Broomerg, (Deerhurst Walton) Brad and Emma Checkley (Deerhurst)

Contact local partners to make them aware of intention to prepare NP:

School	Laura Bromberg
Church	Ernie Lowinger
Councillors	Heather McClain
Historical society	Jim Pollard

Set up meeting with TBC Planning to find out more about resources and support:

Sue Baldwin, Mike Curran, Heather McClain

There was some discussion about setting up a contact address to put on the leaflet and it was agreed that advice would be sought from TBC but Brad Checkley would set up a free email address to be used as a fall-back position.

NB: TBC Planning have advised that normally the PC website and contact details would be used – to be discussed with PC.

There was some discussion about the evidence base that would be required and TBC will be asked what they can provide. Meanwhile Jim Pollard has a number of useful resources that he will make available via SB.

A list was generated off those wanting to participate in the Steering Group.

All those joining the Steering Group were asked to read the Locality Neighbourhood Plans Roadmap Guide before the next meeting.

Next meeting Tuesday 29<sup>th</sup> January 2019, 6.30 pm at Apperley Cricket Club.

SDB

12.1.2019