

MINUTES 3

Wednesday 20th July 2016
Charing Parish Hall

1.	<p>Apologies: Cllr C Prinn In attendance : Cllrs H Billot; J Leyland the clerk & J Boot</p>
2.	<p>Meeting with Jim Boot: he gave a presentation on how to launch the Neighbourhood Plan and guidance he could offer through the process. This included a progress template, template questionnaire, ideas on how to generate interest, recruit residents, activities to engage people, leaflets if people want to be involved with the steering group, patch workers, workshops etc. Refreshments and nibbles / sandwiches. A steering meeting should be held two weeks after the public meeting. Post it notes are a good tool asking for one good thing and one bad thing (colour coded) a land use planner would need to be brought in (Jim can advise on this) If we do not do our own site selection it will cut down on time. We should be looking at having meetings with A.B.C and Simon Cole every six to eight weeks.</p> <p>Development: if future development happens what would we want/ be required. We would need an acting project manager and pull in expertise as and when required. We would need to develop policies.</p> <p>Village events to co- inside with our events this would enable residents to be involved and we should have a Neighbourhood Plan member present. We can ask CPRE for support. We will plan a kick-off event for the end of September in Charing and Charing Heath. The clerk will obtain decent size maps from A.B.C. these would be to write on and for display purposes.</p>
3.	<p>Appointment of Jim Boot: It was agreed to recommend to the full council that we employ Jim Boot as our Planning Consultant for the plan.</p>
4.	<p>The previous minutes were agreed and signed.</p>
5.	<p>Administrator Interview: The clerk will liaise with Cllr Billot re date and time of interviews.</p>
6.	<p>Local Plan: This can be incorporated in our NP.</p>
7.	<p>AOB: The clerk will liaise with A.B.C ref maps, and Contact Rosebuds ref food for the launch. The approval of the Planning Consultant will be placed on the next agenda for the full council meeting. We need to decide at the next meeting how and where we will get the leaflets / flyers done i.e. Printed professionally or a template sent to the clerk to print off.</p>