**SHIREOAKS PARISH COUNCIL**

**Neighbourhood Plan Sub Committee**

**Minutes of meeting held on 15th April 2013 at Shireoaks Village Hall**

Present: Eric Haykin, John Palmer, Patricia Payling, John Rogers, Brian Carter, Natalie Cockrell, Adele Haddon

1. **To receive apologies for absence**

 No apologies were received.

**2. Approve Minutes of previous meeting**

* Minutes of meetings on 19th & 26th March were to be circulated.

**3. To review the consultation event and analysis of comments**

* 57 policy questionnaires had been collected and showed a variety of responses. An analysis of the results was circulated.
1. **To consider further action required**
	* 1. Business survey – the content of the survey was to be decided, the Friends Group also wished to contact businesses in the area and John Rogers offered to visit local businesses with both questionnaires.
		2. Housing objectives including designs for future developments – some members felt that no action should be taken at this stage and others that a design brief be prepared. It was decided to ask Mike Ogden to look at the prospective development plans which had been submitted for the site off Shireoaks Common. Members to compile a list of what they did not want to see on the site as a starting point.
		3. Timing and preparation of draft – Natalie Cockrell offered to send a template style.
		4. List of further consultations – a list of groups for further consultees was prepared. Volunteers were allocated to cover different areas. A presentation to Stakeholders was to be compiled once the final analysis of the questionnaires had been received. It was agreed to book two stalls at the Carnival in July.
2. **To consider if further funding was required**

An additional pot of money had been made available by the Government but it was unsure at the moment what further finance might be required.

1. **Any Other business**

Next meeting on May 8th.

**CS16**