Members present: T Briars (TB), J Robson (JR), B Clapham (BC), M Wright (MW),
D Steele (DS) and L Osborne (LO)

S Withers (SW) and G Kirk – Your Locale (GK) also in attendance

Before the start of the meeting TB put forward a procedural motion the amend the agenda
items to include declaration of interest and parishioners time which was missing from the
agenda.
Resolved: all present agreed.

1. **Apologies**
   A Hannant (AH), G Mold (GM) and L Osborne (LO).

2. **Declaration of interest**
   None.

3. **Minutes of the last meeting**
   **Noted:** The minutes of the previous meeting (16.05.2016) were confirmed at the
   theme group launch meeting on June 6\textsuperscript{th} 2016 which was quorate.

4. **Parishioners Time**
   No issues were raised

5. **Theme Group Feedback.**
   TB read the report that had been presented to the Parish Council. She also gave a
   verbal report on the theme group meeting (CFAT) from July 12th and said that a
draft policy will be sent to Karen Edwards by Aug 2\textsuperscript{nd}. DS reported from the
Environment Group that John Wiggins has identified all local landowners and that
other work was proceeding. It was also reported that TB had received some
feedback from a parishioner that had been passed to the housing group for
consideration.
   **Resolved:** To receive and note the reports. That at the next NPAC meeting the theme
groups would identify and manage any overlaps in the work being carried out.
   **Action:** BC and TB will email potential overlaps to other groups before the next
meeting

6. **Programme Review**
   GK provided feedback and said that the group facilitators are very positive about the
progress that is being made. The programme is still running behind the original
schedule due to all of the problems at the start. However, if theme groups are able
to report back by mid-September this will help to keep things on track. GK reminded
the theme groups to not lose sight of the contextual/local aspects, linked to the local plan so that the NP has a secure ‘local flavour’.

It was also noted that it is currently holiday season which may impact on timescales, something to be mindful of.

**Resolved:** To aim to complete theme groups by mid-September and to have a draft plan by mid-October. To go out to further consultation on Thursday October 27th before sign off by the NPAC and then the PC for review.

**Action:** JR/HDS to book village hall from 2.30pm to 8pm 27.10.16. Theme group members to be available for the consultation event to answer questions and collate ideas/feedback.

7. **Funding Review**
   It was agreed that as things currently stand, there is enough money from the ‘Awards for All’ grant to complete the project. GK explained that the next invoice from *Your Locale* would include the input from theme group facilitators and so would be heavier than the last, but from his perspective we are well within budget. He explained that there is the possibility of a further locality bid if it becomes necessary. The project will need to set aside a sum for the ‘condition statement’ where the draft plan must be examined to make sure that it complies with local and national plans.

**Resolved/Action:** JR/HDS to check the ‘Awards for All’ grant details to make ensure that the timescale of the project fits with the timescale for the commitment of funds.

8. **Matters Arising from last meeting**
   TB confirmed that all action points have been addressed.

9. **Meetings Timetable**
   **Resolved:** At the next meeting, when HDS is present, all main meetings will be scheduled up to May 2017. Next NPAC 11.08.16. HDS to be asked to book V Hall.

10. **SPC website**
    TB gave an update and asked whether there was anything in addition to names and contact details that NPAC members wanted to have added to the PC website.

**Resolved/Action** TB to arrange to have questionnaire analysis, open event report and theme group report added to the website.

11. **Date of next meeting**
    Already agreed as Thurs August 11th 2016

12. **AOB**
    JR to contact Skanska further about environmental site that have been developed as park of the works at Jnc 19.

The meeting was declared closed at 8.23pm.