

**Minutes from APNP Steering Group Meeting  
Wednesday, 19 February, 2018**

Present for SG: Sandra Dennis (SD), John Brockwell (JB), John Rowland (JR), Julia McClung (JM)	
<p><b>1. Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes from January's meeting were approved. JM to upload to new website and forward to Parish Clerk.</li> </ul>	JM
<p><b>2. Consultants</b></p> <ul style="list-style-type: none"> <li>SD continues to search for a further consultant for consideration so that we have 3 for comparison. She has the details of James Garside (a recommendation from Puttenham PC) and will circulate these. He is currently working for Richmond Borough Council in the Planning Dept. and does freelance work for NP groups. She will also approach Bell Cornwell (<a href="http://www.bell-cornwell.co.uk">http://www.bell-cornwell.co.uk</a>).</li> <li>JB to pass on contact details for Action Sussex (<a href="http://www.ruralsussex.org.uk/what-we-do/community-neighbourhood-plans/">www.ruralsussex.org.uk/what-we-do/community-neighbourhood-plans/</a>) for consideration.</li> <li>JR to also approach his Tunbridge Wells contact Charles Mackonochie (<a href="mailto:cmackonochie@bapartnership.co.uk">cmackonochie@bapartnership.co.uk</a>) for advice.</li> </ul>	SD  JB/SD  JR
<p><b>3. Meeting with Dan Knowles</b></p> <ul style="list-style-type: none"> <li>JM to ask Dan Knowles if and when he is willing and available to have a meeting with members of the Steering Group to discuss: what a Neighbourhood Plan can achieve for Albury Parish; and to identify which sections of the Parish Plan could/should be salvaged.</li> </ul>	JM
<p><b>4. Locality Grant</b></p> <ul style="list-style-type: none"> <li>A formal update on the 2018-2022 Neighbourhood Planning programme is expected shortly and grant support will re-open no later than 1 April.</li> <li>SD to advise the Steering Group once the update has been issued.</li> <li>JR has agreed to complete the application form on behalf of the Parish Council.</li> </ul>	SD  JR
<p><b>5. Existing Documents</b></p> <p>Housing Needs Survey</p> <ul style="list-style-type: none"> <li>Dan Knowles has confirmed that the Albury Parish 2012 Housing Needs Survey is out of date.</li> <li>SD to contact Surrey Community Action (<a href="http://www.surreyca.org.uk">http://www.surreyca.org.uk</a>).</li> </ul>	SD
<p>Parish Plan</p> <ul style="list-style-type: none"> <li>JM to search <a href="http://alburymessages.com">http://alburymessages.com</a> and <a href="http://www.albury.org.uk">http://www.albury.org.uk</a> and download all documents relating to the Parish Plan as they may be needed as source material for the NP.</li> </ul>	JM

<ul style="list-style-type: none"> <li>SD/JM to decide which documents need to be transferred to the new APNP website (as part of the Evidence Base). Advice will be taken from the Planning Consultant regarding what should be on the NP website, before this happens.</li> </ul>	SD/JM	
<p><b>6. Existing Websites</b></p> <ul style="list-style-type: none"> <li>JM to speak to Parish Clerk to find out which of the existing Parish Plan websites are incurring maintenance costs and to arrange for these to be removed. It is important that we do not incur any more costs for these sites.</li> </ul>	JM	
<p><b>7. New Website</b></p> <ul style="list-style-type: none"> <li>SD to write an introduction for the homepage.</li> <li>JB, SD and SR to email a headshot to JM along with a couple of 'about me' sentences and a telephone number.</li> <li>JM to continue to build website.</li> <li>New website will be launched before the Parish Council AGM on April 16</li> </ul>	SD JB/SD/JR JM	
<p><b>8. Steering Group</b></p> <ul style="list-style-type: none"> <li>JB has drawn up a list of names of residents, including some of those from the Parish Plan Committee who may be willing to join the Steering Group. JR has suggested additional names.</li> <li>JB to start approaching people with the aim of establishing a Steering Group of 12 before the next meeting.</li> <li>It was agreed that the chairman should not be a Parish Councillor or the old Parish Plan Committee chairman.</li> </ul>	JB	
<p><b>9. Timetable</b></p> <ul style="list-style-type: none"> <li>JM to arrange meeting with Dan Knowles</li> <li>SD to obtain and circulate three consultant briefs to core Steering Group</li> <li>Steering Group to select preferred consultant and invite them to a meeting</li> <li>Steering Group to appoint consultant</li> <li>Steering Group to announce Neighbourhood Plan at the Parish Council AGM</li> </ul>	ASAP w/c 5 March w/c 17 March w/c 26 March 16 April	JM SD SG SG SG
<p><b>10. Invoices</b></p> <p>JM to forward invoice for services and expenses in January and February to JB/SD.</p>	JM	
<p><b>11. Date of Next Meeting</b></p> <p>Monday, 26<sup>th</sup> March at 2pm.</p>		