



Pamber Neighbourhood Plan

Steering Group - Meeting Minutes			N ^{OS} 001	26/4/18
Members		Role	Present	Apologies
Denise Woolfenden	DW	Chair	Yes	
Simon Greaves	SG	Secretary	Yes	
David Hale	DH		Yes	
George McGarvie	GM			Yes
Karl Hughes	KH		Yes	
Mary Greaves	MG		Yes	
Philip Kingston	PK		Yes	
Sue Davitt	SD		Yes	
Jackie Tankaria	<u>JT</u>		Yes	
Beckie Hopkinson	BH	Facilitator		Yes
Copies of Notes sent to those above and below				
Leonie Browne	LB	PPC Clerk		

Item	Note	Action
1	Apologies received from G McGarvie and Becky Hopkinson	
2	It was agreed that Denise Woolfender would act as Chair for initial stages of the plan process.	
3	It was agreed that Simon Greaves would act as Secretary for the group	
4	The group were reminded for purposes of the record that Simon Greaves and George McGarvie are the Pamber Parish Councils nominated representatives of the PPC. Their role in this position, is to keep the PPC updated on the progress of the Neighbourhood Plan	
5	The group agreed that email communication would be "OPEN" between all parties. The sharing of email addresses was permitted	
6	The meeting focused on agreeing a "Vision" and the Focal points to addressed in the plan.	
6.1	Vision. It was agreed that the 3 vision statements offered at the last meeting for consideration, would be honed by the authors into one statement and presented to the group at the next meeting.	SG DH SD
6.2	Focal Points The following areas were discussed and agreed to the key focal points for the plan Pamber Forest: Ecology: Infrastructure: Historical Sites: Community: Communication: Development: Leisure: Quality of Life The SWOT analysis could also offer headings for these focal points. A review of the analysis provides the following headings Local amenities: local Businesses: Youth and activity Groups: Transport: schools [outside the Parish but serving the Parish: Utility services: These headings are to be consider in readiness for comment at the next meeting.	ALL



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7	<p>There were discussions regarding the experiences of other Parish Councils in completing the process. SG and PK have contacts with other Parish Councils who may be willing to share their experiences KH reminded the group that we are employing Plan.et - Becky Hopkinson to guide us through the process and give advice as needed.</p> <p>The opportunity for other Parish Councils to discuss their plans should be discussed with Becky at the next meeting</p>	DW
8	<p>Concern was raised around the process and procedures for public participation. This is to be directed to BH at the next meeting for clarification.</p>	DW
9	<p>SG will Update the contact list and email all Steering Group members with relevant documents. He will also investigate file sharing websites to be used by the group...remembering that not all members are IT savvy!</p>	SG
10	<p>SG will print off A3 copies of the Parish Boundary map for all</p>	SG

Next Meeting planned for	Date	Time
Memorial Hall Pamber Heath	17/5/2018	7:30pm