



# Bishop's Itchington

## Neighbourhood Development Plan

### 13/04/18 Minutes of Working Meeting

#### Venue

Alana and Adams house

#### Present:

Adam Dugmore, Alana Dugmore, Alan Heatley, Jane Thomas, Sue Wilson, Steve Tressler, Norman Thomas (minutes)

#### Apologies:

Ian Brooks

#### Meeting Agenda

- Pizza Supper
- Confirmation of Heading and Section Responsibilities
- Recording Evidence against Policies
- How Policies and Explanations fit into the NDP template
- Demonstration of how to transfer from the TABLE OF POLICY IDEAS to the relevant section in the template
- AGREE deadline for this task to be completed by each member of the NDP Working Party
- NDP Training Course 28 June 2018 - see link below:  
<https://www.walc.org.uk/sdc-events/327-180628-sdc>
- AOB

#### Meeting Notes

Alana and Adam kindly agreed to host this “working supper session”. After some very enjoyable pizza, nibbles and wine, we got down to business.

Sue chaired the meeting and talked us through the next steps of our activities, which to populate the BINDP Plan Drafts (Folder 0.1 BINDP PLAN DRAFTS & REFERENCE MATERIALS).

We were taken through the documents within this folder, particularly the TABLE OF POLICY IDEAS spreadsheet, and their supported statements document, as well as the individual sections for completion by each team member.

These individual sections are identified in the “who’s doing what document” in the 0.2 ADMIN Info folder – copy of document attached for reference as there was one agreed change on the night.

We briefly reviewed the folder 0.3 NDP QUICK GUIDE Documents and we looked at some of the plans from other surrounding villages – 3 examples are in the folder 0.5 EXAMPLES OF NDP's.

A training course on NDP's is being arranged in Stratford on 28<sup>th</sup> June – generally, the group felt that some training would be of benefit and we would discuss this again at the next meeting.

#### Agreed Actions

It was agreed that we would complete our individual sections in the Plan Drafts by **11<sup>th</sup> May** - Sue will be checking!

#### **Action - All**

Sue will populate the Folder 0.1 BINDP PLAN DRAFTS & REFERENCE MATERIALS with all of the other headings and advise by e-mail when this is ready.

Sue has already completed the section on Traffic & Transport and we can use this as a reference.

#### **Action – Sue**

We will subsequently run through all of the inputs at the next group meeting.

#### AOB

Ian Brooks has advised that he can longer be involved with this NDP activity due to other commitments - thanks to Ian for his input to date.

Rob Parker will taken off the circulation list.

**Date of next meeting: 19.30hrs, 4<sup>th</sup> June 2018, The Community Centre.**  
(venue to be confirmed)

**Date of next meeting: 19.30hrs, 19<sup>th</sup> February 2018, The Community Centre.**