

**Notes of Neighbourhood Plan Meeting
Monday 15th May 2017 at 7.00pm
In the Parish Hall, Rowlands Castle**

	Action by:												
<p>PRESENT:</p> <p>John Adams, Eddie Barringer, Tom Dinham-Perry, Kim Dinham-Perry, Alan Drinkwater, Siobhan Edwards-Bannon, David Holt, David Hooper, Andy Lee, Clare Locke, Richard Locke, Paul Marshman, Lawrence Pinkney, Bob Raley, Katherine Schafli, David Symonds, Chris Stanley, Lisa Walker, Denise Warwick, Chris White, Bill Wilson, Ian Young</p>													
<p>NOTES</p> <p>Taken by Gill Whatley, Neighbourhood Plan Steering Committee Admin Co-ordinator (and Admin Assistant to Parish Council).</p>													
<p>1. Introduction by Chris Stanley, Chairman of Rowlands Castle Parish Council.</p> <p>The meeting opened with a short introduction by Cllr Stanley, who thanked everyone for attending and in particular thanked Cllr Wilson for his work in producing the draft Scoping Document, which had been circulated by email, and Gill Whatley for agreeing to take on the role of Admin Co-ordinator. He explained the purpose of the meeting was to establish a Neighbourhood Plan Steering Committee (NPSC).</p> <p>2. Introductions by those Present</p> <p>Attendees introduced themselves and indicated their willingness to be part of the Steering Committee.</p> <p>3. Consideration of Draft Terms of Reference (ToRs)</p> <p>The draft ToRs, having been agreed in principle by RCPC, are subject to approval by the NPSC and will be considered at its inaugural meeting. Following an initial review, some minor amendments were agreed.</p> <p>4. Selection of Chairman of the NPSC</p> <p>Following his agreement, Cllr Stanley proposed David Holt to Chair the Committee. This was unanimously AGREED by those present.</p> <p>5. Agreement of membership of the Steering Committee and Roles.</p> <p>In accordance with the ToRs, three parish councilors had already agreed to join the Committee: David Hooper, Bill Wilson and Liz Longman. With David Holt agreed as Chair of the Committee there remained 6 places to fill, which was achieved. The Steering Committee therefore comprises the following members:-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">John Adams</td> <td style="width: 33%;">Eddie Beringer</td> <td style="width: 33%;">Siobhan Edwards-Bannon</td> </tr> <tr> <td>David Hooper</td> <td>David Holt, Chair</td> <td>Cllr Liz Longman</td> </tr> <tr> <td>Laurence Pinkney</td> <td>Chris White</td> <td>Cllr Bill Wilson</td> </tr> <tr> <td>Ian Young</td> <td colspan="2">Gill Whatley (admin co-ordinator)</td> </tr> </table>	John Adams	Eddie Beringer	Siobhan Edwards-Bannon	David Hooper	David Holt, Chair	Cllr Liz Longman	Laurence Pinkney	Chris White	Cllr Bill Wilson	Ian Young	Gill Whatley (admin co-ordinator)		
John Adams	Eddie Beringer	Siobhan Edwards-Bannon											
David Hooper	David Holt, Chair	Cllr Liz Longman											
Laurence Pinkney	Chris White	Cllr Bill Wilson											
Ian Young	Gill Whatley (admin co-ordinator)												

6. Items for Agenda of first meeting of the NPSC

- Review of the draft Scoping Document;
- Consideration of Terms of Reference;
- Promotional stall at the Village Fair on 1st July;
- Other papers prepared by the Parish Council, such as:
 - Possible working parties;
 - Financial issues;
 - Communications, with residents, Parish Council, EHDC & SDNPA;
 - Next steps, including timetable for meetings.

7. Date and Time of First Meeting

The Admin Co-ordinator will arrange a meeting within the next 2-3 weeks on a date agreed by members by email.

CLlr Stanley closed the meeting at 8.10pm and thanked everyone for attending.