**MINUTES OF THE BENGEO NEIGHBOURHOOD PLANNING WORKING PARTY MEETING HELD ON THURSDAY 06 JULY 2017 IN THE ROBING ROOM, THE CASTLE, HERTFORD**

PRESENT: Councillor S Dunkley, Dr L Radford, P Ruffles

IN ATTENDANCE: Mr J Whelan, Town Clerk; Cllr A Stevenson; Ms Jacqueline Veater, BNAP Consultant; Dr Maria Iancu, Project Officer.

1. APOLOGIES FOR ABSENCE

 Apologies for absence were received from Cllr Newton (convalescence).

1. ELECTION OF THE CHAIRMAN

Cllr Sally Newton was chosen as Chair of the Bengeo Neighbourhood Planning Working Party, following the proposal from Cllr Ruffles.

1. ELECTION OF THE VICE CHAIRMAN

Cllr Sue Dunkley was chosen Vice Chairman, following the proposal from Cllr Radford.

1. DECLARATION OF INTEREST

Cllr Dunkley declared an interest as member of the Hertford Club and as a house owner in Bengeo ward.

 Cllr Ruffles declared an interest as President of the Bengeo Club.

 Cllr Radford declared an interest as member of the Hertford Club.

1. **QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public wishing to speak.

1. DISCUSSION ON THE PROPOSED STRATEGY OF DEVELOPING THE BENGEO NEIGHBOURHOOD AREA PLAN – PAPER A

The Members noted the attendance list for the first community meeting that took place on 24 June 2017. They observed that there is a need to involve people from all areas of Bengeo ward in the work for BNAP. Councillor Dunkley mentioned that people from the “fringes” of Bengeo ward should be made aware that BNAP could impact them and they should have their say about the Plan’s contents. The Members agreed that the matter of proportional representation should be dealt with from the beginning of the project, otherwise people would feel deterred to join once some work has already been carried out.

It was considered the need to introduce terms and conditions for the members of the Community Steering Group. Drawing from the successful models used in Bishop’s Stortford and in Beer, the Community Steering Group will establish a Chair of the group and a communications team. Members of the Community Steering Group will be asked when joining and occasionally afterwards to declare their pecuniary interests in the area of the Bengeo ward. This includes any planning applications or pre applications.

It was discussed that a close relationship between Hertford Town Council and the communication team from the Community Steering Group will ensure that the messages to the wider community (emails, leaflets, website, etc.) are suitable and accurate.

The Members requested that the Community Steering Group sends regular updates to the Working Party, in the form of minutes or brief records of the progress being made. The members of the Working Party should be allowed to attend any meeting of the future working groups. The Working Party will oversee the work for BNAP on behalf of the Town Council, including the decision whether to submit the Plan.

It was **RESOLVED** that:

Paper A is approved, subject to the aforementioned amendments.

There being no further business, the meeting closed at 15:05.