

**MINUTES AND REPORT OF THE NEIGHBOURHOOD PLAN AD HOC ADVISORY GROUP
HELD ON THE 8 JANUARY 2016**

* Councillor Walden – Chairman
* Mr A Palmer – Vice Chairman

* Councillor Bolton
* Ms K Horne
* Mr J Murray
* Mr P Stevenson
* Mrs P Talbot

* Councillor A Bott
* Councillor Hunter
* Councillor Poulter
* Mr J Talbot
* Councillor Williams

* Present # Absent & No Apology Received 0 Apology for Absence L Late

352. ELECTION OF A CHAIRMAN

Upon the proposal of Councillor Poulter, seconded by Councillor Bolton, Councillor Walden was elected as Chairman of the Group.

353. ELECTION OF A VICE CHAIRMAN

Upon the proposal of Councillor Bolton, seconded by Councillor Bott, Mr A Palmer was elected as Vice-Chairman of the Group.

354. APOLOGIES FOR ABSENCE

There were no apologies for absence.

356. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

357. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

358. PROJECT PLAN

The Group noted the most recent project plan (copy attached to record minutes).

359. BUDGET

The Group noted the current budget position for the Neighbourhood Plan. It was explained that the budget is a "project" budget within the Godalming Town Council's budget with a net budget of £28,000 phased over three years. The current financial year is the last of the three years but the amount underspent in previous years has been accumulated into a reserve which will provide a budget of £11,450 in the financial year 2016/17.

360. QUESTIONNAIRE AND CONDUCT OF FOCUS GROUPS

The Group resolved to conduct twelve focus groups, two each for each of the six themes (Community & Infrastructure, Economy, Environment, Heritage & Design, Housing and Transport) offering a variety of daytime, evening and weekend slots. The Town Clerk to recruit the members of the public to the slots (maximum of twelve to a group on a first come first serve basis) and then recruit members of the Group and other volunteers to run each session. Councillor Walden to draft the brief for individuals running the focus groups.

361. STAKEHOLDER INTERVIEWS

The Group agreed that stakeholder interviews were a priority. It was agreed that a list identifying the stakeholders which each group wished to interview would be recirculated. It was further agreed that working groups working in conjunction with the Town Clerk would set up some key interviews and other groups would be circulated so that they could submit questions and/or participate in the interview. Other stakeholders will be asked for their views via email.

362. EXHIBITION AT GODALMING MUSEUM

An exhibition at Godalming Museum is planned for the period 22 March to 16 April 2016. It was agreed that the Town Clerk would draft display material for that exhibition for consideration at the next meeting. Working groups to be asked for volunteers to help staff the exhibition.

363. ITEMS FOR THE INFORMATION OF MEMBERS

There were no items tabled for the information of Members.

364. DATE OF NEXT MEETING

The next meeting of the Neighbourhood Plan Ad Hoc Advisory Group is scheduled to take place on Monday, 22 February 2016 at 6.30 pm in the Pepperpot.

365. ANNOUNCEMENTS

There were no announcements.