

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING ON MONDAY 1st MARCH 2021

By Zoom due to Coronavirus

IN ATTENDANCE:

Parish Council

Lucy Bartley (LB), Louise Davies (LD), Andrew Jackson (AJ)

Community Member

Keith Charman (KC), Sheena Overington (SO)

As Chair, SO opened the meeting at 7.35 pm.

AGENDA ITEMS:

1. **Apologies:** Received from Steve Rollinson (SR) (Parish Council).
2. **Declaration of Interests:** There was no change to the interests previously declared and recorded.
3. **Minutes of the Last Meeting:** The minutes of the meeting held on 1st February 2021 were approved as an accurate record.
4. **Site Selection:**
 - a. **Ansells Yard:** Agreed that the meeting held earlier was useful to re-establish contact and to clarify a few points; the agent had confirmed that the site was deliverable. LD would update the group when the requested information was provided by the agent.
 - b. **Kirdford Road Pavement:** Advice had been sought from Valerie Dobson, CDC Planning Policy. CDC had been provided with the WG Sports report relating to the use of Stable Field for recreation, the Stable Field Appeal decision reference and the pavement plan displayed at the last meeting.
 - c. **Site Consultation:** The final report for the January 2021 site consultation was displayed. AJ had made adjustment to the layout to incorporate the charts into the text. It was agreed that an acknowledgement of the additional comments from 6 residents should be included; wording confirmed. The report was approved.
5. **Habitat Regulations Assessment:** The AECOM report had been circulated in advance of the meeting. The references to Southern Water and phosphates discharge was noted. The conclusion was reviewed, and it was agreed that the suggested wording be included in the Revised Plan. A few spelling errors/incorrect links had been identified; AECOM to be advised. **Action: LD**

6. **Strategic Environmental Assessment:** To complete the process, AECOM required the draft Revised NP. James Garside was reviewing the document, but this should now be the Group's focus.

7. **Drafting Revised Document:**
 - 5-minute isochrone – all to review pages 31 & 57/58 and consider wording to give justification as to why sites would be outside the 5-minute isochrone. Forward to LD. **Action: ALL**
 - Transport Report – the preparation of a report to incorporate the evidence and provide justification for the revised Parking Policy, which was in excess of the WSCC standards, was supported. KC agreed to draft. LD to provide information. **Action: LD/KC**
 - Updating and Proof Reading: LD would continue work to update the document and provide to all via Dropbox. For proof reading and to identify any additional/revised wording required. **Action: LD/ALL**

8. **Grant Funding:** The application was successful, and James Garside engaged. The grant covered expenditure incurred up to 31st March, so James would undertake as much work as possible before this date. Any unspent grant would need to be repaid and a further grant application submitted; it was not possible to carry the grant over into the new financial year.

9. **Regulation 14 Consultation:** It was agreed that with COVID-19 restrictions still in place, this would be another booklet consultation; the village was now familiar with them! Unfortunately, it was unlikely that the draft document could be printed before the grant deadline, but LD would ascertain if the consultation booklet could be printed. With the SEA delay and required proof reading/final site details added, it was perhaps more realistic to aim for a June consultation, however, every effort would be made to press on as quickly as possible.

James Garside has prepared the Basic Conditions Statement which would be finished by adding the HRA and SEA details. He had also advised that he Site Selection Report and Consultation Report duplicated some information. It was agreed that the Site Selection Report would form the briefing paper for the Parish Council and as such, should retain the detail; James to prepare a separate Consultation Report.

10. **Any Other Business**

- a. **Next Ad Vincula Article:** No article in the April edition as there was no further update.

11. **Date of Next Meeting:**

Monday 5th April 2021 at 7.00 pm, by Zoom.

There being no further business, the meeting closed at 8.12 pm.