

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 12th AUGUST 2019

IN ATTENDANCE: Parish Council

Sheena Overington (SO), Andrew Jackson (AJ), Louise Davies (LD)

Community Members

Keith Charman (KC)

SO opened the meeting at 7.30 pm.

1. **Apologies:** Received from Steve Rollinson and Jill Sutcliffe.
2. **Declaration of Interests:** There was no change in the interests previously declared and recorded.
3. **Minutes of the Last Meeting:** The minutes of the last meeting held on Tuesday 6th August 2019 were approved as a true record.
4. **Strategic Environmental Assessment (SEA):** Nothing further heard from AECOM. LD to follow up. **Action: LD**
5. **Policy Review:** SO/LD had a telephone conversation earlier in the day with Jesse Honey at AECOM to discuss the policy review technical support package. Jesse had provided an example full report but as this was a NP Review (the first that had requested policy support) the package would be altered slightly. He was not proposing to undertake a full evidence review as the existing policies had already been examined, but would review to ensure that the proposed changes were NPPF/Local Plan compliant. An evidence review would be undertaken for the new policies. Review of a proposed questionnaire was not normally included, but as their workload was currently light and as this was a bespoke package, he would undertake. He envisaged having a draft report back to the group by 20th September, for comment within 2 weeks prior to Locality sign off. The requested information had been sent off.
6. **Community Questionnaire:** LD was waiting to speak further with Faustina Bayo at AirS. It appeared that LD would need to prepare the questionnaire layout with support from AirS. In view of input from AECOM policy support, the circulation might need to be delayed, but she would make a start on layout. It was agreed that LD should sign the estimate and return to AirS as acceptance of the terms; the basis for the costs, survey size, style of questions and response rate, was highlighted. **Action: LD**
Post Meeting Note: AirS would be undertaking the layout and was happy that AECOM may alter/add additional questions. Draft will be forwarded shortly.
7. **Site Selection:** As an action from the last meeting, LD had been asked to contact WSCC Highways in relation to a site access. An unhelpful email had been received; an informal

opinion would not be given and a formal process should be followed. It was agreed that LD should ask Cllr Janet Duncton for her assistance. **Action: LD**

7.55 pm – LD left the meeting.

AECOM Assessment: Thorough discussion held on AECOM Report on proposed sites and feedback areas agreed for response to AECOM on 13th August 2019.

- Inconsistencies/errors
- Traffic light differentiation/justification
- List of documents not included for reference (Jill might already have sent?)
- Areas of report for suggested wording change
- Hard editing to follow

It was agreed that 5 of the proposed sites did not pass the 3 tests of appropriateness for allocation with red traffic light rating from both sets of assessment criteria. Further discussion on traffic light rating with AECOM was required for several remaining sites. All remaining sites had mitigation measures that could change their traffic light rating and it was agreed that such mitigation measures should be included in the site information at the Public Consultation to give accurate information to the community.

An action list of further enquiries in regard to some sites for clarification was agreed.

Consultation Event: Materials for use for display of site information for the Consultation were agreed:

- Visual map of sites
- NP Group assessment forms
- Information and justification
- Mitigation version (where this applies)
- Added value excerpts from AECOM Report to underpin

Additional materials for feedback collection as previously drafted and agreed. Draft displays to be reviewed and agreed at the September meeting in preparation for printing.

8. **Any Other Business:**

- a. Ad Vincula Article: Consultation advertisement as previously plus short article to encourage attendance; content agreed. **Action: SO/LD**

9. **Date of Next Meeting: Monday 2nd September 2019** at 7.30 pm unless an interim meeting was required. Venue to be confirmed.

There being no further business, the meeting closed at 10.00 pm.