

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 2nd SEPTEMBER 2019 Vine Room, Village Hall

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 Jill Sutcliffe.
2. **Declaration of Interests:** LD advised that her husband's land had now been withdrawn and as such, her conflict of interest with site assessment work had been removed and she was now in a position to offer administrative support for the site assessment work; SO confirmed receipt of a withdrawal letter. There was no change to the other interests previously declared and recorded.
3. **Minute of the Last Meeting:** The minutes of the meetings held on 12th and 25th August 2019 were approved as an accurate record.
4. **Strategic Environmental Assessment (SEA):** LD had emailed several contacts at AECOM, who all appeared to be away from the office. She had now emailed Dave Chapman at Locality for advice.
5. **Policy Review:** This was being undertaken by Jesse Honey and colleagues at AECOM. As this was the first NP Review, the standard package was being modified to suit WG's requirements and would also include a review of the community questionnaire. It was therefore important to receive this report before the questionnaire was confirmed with AirS.
6. **Site Selection:**
 - a. **AECOM Assessment:** SO confirmed that the required amendments discussed at the last meeting were forwarded to AECOM. The changes had been confirmed and the full report would now be sent to Locality for sign off.
 - b. **Consultation Event:**
 - **Displays:** Draft displays had been circulated and were reviewed. Wording alterations and the information to be displayed was confirmed. LD to make amendments and re-circulate. **Action: LD**
Site Assessment Forms to be prepared and agreed at the next meeting. All were asked to check the site boundary details on the maps. **Action: LD/SO/KC**

- Response Form: Draft circulated for comment. LD had since reviewed the layout and now presented as an A5 booklet. The approach was agreed but all to consider the additional information to be included against each site.
 - Publicity Arrangements:
 Advertised in the Ad Vincula which had already been circulated.
 LD would put up posters. **Action: LD**
 It was agreed to purchase 6 correx signs (100 x 60 cm) at a cost of £72.00.
 It was agreed that the site owners should be informed of the consultation and advised of their specific site details. To be confirmed at the next meeting.
Action: Nt Mtg
 - Set Up/manning arrangements/refreshments: All NP members requested to be available. Additional help to be requested from the Parish Council.
Action: LD
 Tea/coffee and biscuits to be provided; those at the consultation would make as necessary. **Action: LD**
7. **Community Questionnaire:** The AirS draft had been received and circulated. JS had made some slight word changes to give clarification which were agreed. The layout was discussed and it was noted that the font would potentially be too small and there was little room for comments. LD to discuss with Faustina Bayo, AirS, on her return from holiday. LD to potentially prepare in Publisher if necessary and send across as a pdf ready for printing. **Action: LD**
 AirS had commented that there were 51 questions in total over 12 pages. This was a lot in terms of data entry and analysis, particularly with the number of comment boxes. Depending on the responses received, there might be a variation as indicated in the estimate submitted.
8. **Any Other Business:**
- a. As WSCC had been unwilling to give an informal opinion on the suitability of the Paddock View Field site, in discussion with SO and KC, LD had contacted Laurie Shaw, Highways Consultant, who had been used previously to assess the E P Clark site entrance. He had received the details and would offer an opinion for an approximate charge of £90, which included a site meeting arranged with KC on Friday. This action and expenditure was approved as it was necessary to determine if the site could go forward to the consultation. **Action: KC**
 - b. In relation to Paddock View Field, SO advised that she had written to the landowner on 12th August 2019 requesting confirmation in writing that an access to the site, over land owned by 1 Balchins Close, was achievable. She had received a subsequent answerphone message to say that he had 'a chap onto it'. It was agreed that this should be followed up with a further letter for written confirmation by 13th September 2019 – this would allow time for any alteration prior to printing. **Action: LD**
9. **Date of Next Meeting: Monday 9th September 2019** at 7.30 pm in the Vine Room at the Village Hall.

There being no further business, the meeting closed at 9.00 pm.