

## Notes from the Northhill Parish Neighbourhood Plan Steering Group Meeting – 2<sup>nd</sup> January 2019.

1. Present: Stephanie Bennett, Jonathan Payne, David Milton, Shirley Mullen, Mark Lewis.  
Apologies: John Crawley, Graham Hopton, Richard Cass, Irene Ward
2. Possible Conflicts of interest: None
3. Minutes of last meeting: not available
4. NP Update:
  - a) CBC are expected to put NPNP out for consultation alongside two other plans in mid-January, suggesting around end Feb for completion; note this could alter.
  - b) NPC – decisions made regarding two planning applications at a) the recent NPC Planning meeting and b) subsequent whole NPC Meeting to consider various planning applications on 17<sup>th</sup> December were noted.
5. Outstanding tasks required to be undertaken by the Steering Group:
  - a) NP Project list – needs to be in place on our website before independent examiner starts  
**Action SB/JP**
  - b) Sustainability Appraisal (SA)/Strategic Environmental Assessment(SEA): CBC indicated in their letter re SEA, received Xmas 2017/8 that NPNPSG do not need to produce a Strategic Environmental Assessment but may like to produce a Sustainability Appraisal. As the NPNP was in final draft at this point that was not possible. The SA is intended to be completed alongside the NP and to inform it. It would be possible, however, to document our process and show where it aligns to the expectations of an SA. SG members present today feel this would be a sensible approach using a few members to complete the process before the NP goes to the Inspector. However confirmation of any decision made at the last meeting needs to be checked as minutes not available.  
ACTION SB.
  - c) Collation of IT records, householder questionnaire results, process and results for site determination and website responses will be overseen by JP with help from SB.
  - d) Collation of paper records requires co-ordination.
  - e) Website management – updates to the site will continue to be undertaken by JP
  - f) Communication with parishioners via parish newsletter and local magazines requires co-ordination.
  - g) Monitoring and replying to the NP e mail presently directed to HP only
6. Changes to Steering Group officials:
  - a) The meeting reluctantly noted that the SG Chairperson had tendered her resignation. The major contribution made by the Chairperson towards completing the NPP was acknowledged but it was felt that further discussion was needed, involving the absent members of the SG, before a response would be made.
  - b) Discussions were held as to a possible replacement Chairperson, but these were inconclusive and it was decided to also defer the issue until the absent SG members could be involved in the process
7. It was also noted that the current Vice Chair of the group indicated her need to substantially reduce her involvement in the SG for the next 6 months
8. In the light of the above, considerations were given to the potential future efficacy of the SG in meeting its outstanding commitments. In this respect it was noted that under the Terms of Reference for the Steering Group, remaining responsibilities of the SG, in addition to outstanding tasks, consist mainly of:
  - Supporting the Parish Council in submitting the Plan for independent examination;

- Supporting the Parish Council in seeking consensus through the referendum process and ultimately securing community endorsement of the Plan;
- Assemble a comprehensive evidence base to support NP policies through community engagement and research, including communications with Parish Councillors and CBC officers.

This led to some concern amongst the meeting that the SG would not be in a position of being able to achieve these objectives. It was agreed that these concerns should be conveyed to the Parish Council and further discussion, involving all SG members, should be undertaken with a view to establishing a viable group, capable of fulfilling its original purpose.

Original Signed