

Notes of the Neighbourhood Planning Meeting

Monday 27th November 2017

7.15pm. Sand Lane Church Rooms Northhill

NPNPSG Members Present: Phil Sandell (PS Co- Chair) Helen Papworth (HP Co-Chair,), Stephanie Bennett (SB Vice Chair) part,, Graham Hopton,(GH note taker) Shirley Mullen(SM), Mark Lewis (ML) Tony Dawson (TD),Irene Ward (IW),David Milton (DM),John Crawley(JC)

	AGENDA ITEMS	ACTIONS
1	Apologies received Jill Parker, Richard Cass, Jonathon Payne.	
2	Declarations and possible conflicts of Interest PS Housing, HP ,TD,DM Site 20	
3	Minutes Minutes of 08.11.17 were approved after minor amendments to items 5 +7 Matters arising Dealt with under other individual agenda items.	
4	Draft AECOM Report and proposed revisions to Sections 4 +5 of the NP. The purpose of the AECOM Report was explained as providing a wider perspective on meeting Housing Need to inform the Housing Policies in our NP. HP proposed and GH seconded that the SG accept the findings of the report. This was agreed unanimously. A second proposal by HP seconded by JC that an additional 50 dwellings be written into the NP Housing Policies to come in line with the report's findings was carried by 9 votes and 2 against. SB went through the proposed revisions of Sections 4+5 to ensure the recommendations of the report were embedded. These were accepted unanimously with minor amendments. SB left the meeting at this point. Action : SB to redraft Sections 4+5 and send to PS for forwarding to KL SB was thanked for the work put in on this.	Agreed Agreed Agreed SB/PS
5	Consultation Process Update PS reported that JM from BRCC had estimated that the website could go "Live" for the consultation on 16 th January 2018. This would permit the necessary testing to take place in advance. It was agreed unanimously that the Launch date should not be before this date.	Agreed

6	<p>Presentation of NP to NPC</p> <p>It was agreed that PS should present the NP and the SG's recommendation that it be approved at the next NPC meeting on 30th November , explain its length and reminding them of its significance and the process that remained before adoption</p>	PS
7	<p>Launch dates. As per item 5 above.</p>	
8	<p>Event organisation and staffing</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • A number of consultation events will need to be planned and staffed by SG members. • They should be distributed between the major settlements in the parish and ensure daytime and evening events were incorporated. • Once the dates were known SG members would be asked to sign up for attendance. • A training session be put together to help SG members deal with the public and "sing from the same hymn sheet" • Project Team to work on this. 	
9	<p>Publicity and website update</p> <ul style="list-style-type: none"> • HP/PS to put together a brief for printers • 3 quotes to be secured once brief is done • ML to investigate once brief is ready 	ML HP PS
10	<p>Financial Report</p> <p>GH presented Budget and Account spreadsheets</p> <p>It was confirmed that all future invoices would be allocated to £600 grant form Locality which had to be spent by the end of March 2018. £3500 of this had been allocated.</p>	GH
11	<p>AOB</p> <ul style="list-style-type: none"> • HP reported that CBC's latest draft of Local Plan was going to consultation early January which gave little time to respond • DM enquired when the final AECOM Report would be available. Not known. • PS to ask Kate Lowe to be asked to reformat policies as per original round-edged versions. 	PS
	<p>Dates and time of next meeting tba.</p>	