

## Minutes of the Neighbourhood Plan Steering Committee Meeting – 13<sup>th</sup> April 2017

Here are the notes and actions from the above meeting.

Those present: JM, DH, DC, AG, MS, CF, TB, JS

Apologies: CH, CR

1. The purpose of the meeting was to discuss next steps in the development of the Neighbourhood Plan following the Parish Council meeting held on 3rd April where revision 7 of the plan was discussed.

Prior to the start of the meeting Janet Martin advised that she was standing down, due to health reasons, with immediate effect as chair of the Steering Group but would be willing to continue as a Steering Group member.

The Steering Group expressed disappointment with Janet's decision but fully understood her reasons and expressed their gratitude for her leadership, commitment and tenacity in developing the plan over the last 2.5 years to where it is today and these will be greatly missed going forward. A replacement for the position of chair is therefore needed - none of those present expressed interest in this.

2. DH gave an update to the group on the Parish Council planning committee meeting held on April 8th. This meeting reviewed the letter issued by the Steering Group on 6th April to the full Parish Council which expressed the Steering Group's disappointment with the decision taken by the Parish Council to instruct the Steering Group to proceed with a zero allocation housing number in place of the Wintney Court proposal as made by the Steering Group recommendation in revision 7 of the plan. The planning committee confirmed this decision but proposed a further village consultation to obtain further input on the 2 alternative approaches.

There was a long discussion around the merits of a further consultation, the impact and delays that this would have on the overall plan development, will a NP with zero allocation stand scrutiny, will the HDC proposed housing numbers change and should the plan be put on "hold" until the Local Plan is available. The detailed reply received from LB was referenced in this discussion and proved very helpful and the final conclusions reached were that

- Overall it was viewed that a further consultation would not be beneficial. It would cause significant delays at minimum as well as re-work of the plan

- Our priority at the moment should be to follow the PC instruction for the use of zero allocation from HDC to enable a draft plan to be submitted asap and determine the validity of this approach. - JS will send a reply to the Parish Clerk advising of this decision.

There was discussion on how the change of approach should be communicated to the wider village community via the NP web site. The conclusion from this was that the Steering Group require a formal confirmation from the Parish Council that the submitted draft 7 was returned with an instruction that the designated site was to be reinserted as a reserve site and that the NP should move forward with a zero housing allocation as this decision was taken outside of any Steering Group meeting - CR is requested to provide this.

3. CR provide the following via email which were accepted as follows:

- We need to forward Liz's points to the parish council so they understand the implications of going out to consultation again - this will be part of the reply mentioned in point 2 above.

- We need to look at the wording to see if we can insert a paragraph explaining the zero allocation and how we want Wintney court treated - this was agreed and should be included in revision 8

- We need to set up a meeting with Daryl Philips to explain where we are at and get his input/comments - this was agreed. It was felt that this should be done via the Parish Council with SG representation as appropriate - CR is requested to organise this.

4. There was a discussion re LB making the alterations as required by the Parish Council versus the suggestion of us doing it ourselves (as mentioned at the PC meeting on 3rd April). However given the need for technical accuracy, the adverse consequence of any errors that might inadvertently be introduced, continuity of structure of the overall document content and the understanding of how the document should best be tailored for an examination resulted in the Steering Group supporting the proposal for LB to undertake the work at the capped quote of £350. Therefore LB will be asked to produce revision 8 of the plan using the zero allocation and with Wintney Court as a reserved site. This version should be in the recently changed columnar format which is considered more appropriate than the original format used - JS will send a separate email to LB on this.

5. Some small changes have already been identified for inclusion in revision 8 and JS will document these separately to LB. To help with this will the SG review the comments from Cllr Fay (attached) and send to JS any suggestions/comments to these (Note AG already replied) by end of Monday 17th April

6. JM mentioned that Cllr Watt has offered his help with reviewing the next draft of the plan from a "technical perspective" i.e. ensure consistency of figure/table numbering, accuracy of any cross-references etc. and it was agreed that we should take advantage of the offer.

7. Date of next meeting - this will be proposed when a date for revision 8 availability is known.