

Minutes of the Neighbourhood Plan Steering Committee Meeting – 9<sup>th</sup> February 2016

All,

Here are my notes and actions from the above meeting

Present: JM, MS, CR, DC, JS and Louisa Orchard from Troy Associates

Apologies: AG, TB, CH, SF

The purpose of the meeting was to continue the review of the prospective sites against the criteria produced by the Steering Group to help with overall evaluation of the sites. This was the second of 2 dedicated meetings agreed for this action. JS raised a point that there was one objective that had not been reflected in the assessment criteria (Revitalise the Eastern end of the high street) and so it was agreed that this should be added to the spreadsheet.

It was agreed that we would continue to use a "ranking" mechanism to assist with this where

- +++ major positive - site likely to significantly contribute
- ++ moderate positive - site likely to moderately contribute
- + minor positive - site likely to contribute slightly
- o neutral
- minor negative - site likely to slightly hinder
- moderate negative - site likely to moderately hinder
- major negative - site likely to significantly hinder

would be used to give an indication how the site met the assessment criteria concerned.

The majority of the work has now been completed and the current version of the assessment is attached. The first 3 pages relate to our original spreadsheet developed for the site assessments. Pages 4 and 5 show the rankings and sites but this time with the sites shown in rows and the assessment criteria as columns. This allows for sorting the sites based on the total scores given for each of the criteria and pages 6 and 7 (in cyan colour) show this but with the sites listed in descending score order.

We agreed to have a final meeting on **Tuesday March 1st at 6pm** in the Parish Council meeting room to finalise the assessments and make any changes as necessary so please review the current document to ensure you are in agreement with the content. If you are unable to attend please send me any comments or changes in advance. We will also use the meeting to agree the format/rota for the March open day which has now been confirmed by Janet for **Saturday March 12th 10am-4pm** in the Methodist Hall in the High Street.

Regards,

John Sage