

Neighbourhood Plan Steering Group meeting notes

Monday, 21st September 2020, 3.30pm – held virtually

Present:

Cllr Richard Quarterman (Chair)
Rayner Mayer (Vice Chair)

Rochelle Halliday (Town Clerk)
Katie Bailey (KB Planning)

1.	<p>Welcome & Apologies for Absence</p> <p>Apologies were received from Cllr Graham Cockarill. Future meetings will be in the morning, where possible.</p>
2.	<p>Notes of the Last Meetings & Matters Arising</p> <p>The notes from the last meetings on 21st July and 1st September 2020 were agreed as an accurate record.</p> <p>The following matters arising were discussed:</p> <ul style="list-style-type: none">i. Item 4: RM to add population details and respondent totals to survey document (completed)ii. Item 4: Upload survey results to website (completed)iii. Item 5: RQ to contact SG members to see if they wish to join volunteer group (completed)iv. Item 5: RH to invite members of public have expressed an interest to join volunteer group (completed)
3.	<p>Terms of Engagement – KB Planning</p> <p>a. To agree process of communication between the Steering Group and KB Planning Katie Bailey welcomed to the group as the officially appointed consultant</p> <p>The timeline for the Plan presented in Katie Bailey’s tender submission was agreed. The preparation of a draft Plan for the Regulation 14 consultation is scheduled for completion by February 2021 and the preparation of a submission Plan, Basic Conditions and Consultation Statement by May 2021.</p> <p>The Steering Group will focus on the Plan’s progress. The newly formed Volunteer Group will be content focused.</p> <p>The current draft Plan shows content drawn from the volunteer input and the consultation work. Some sections need further progress, e.g. housing development. The next stage is to turn it into a planning document. A review of each section will be completed, prior to Katie Bailey drafting policies for the Plan. The draft policies will be validated by the Volunteer Group.</p> <p>Any communications from the Steering Group and Volunteer Group for Katie Bailey should be made through the Town Clerk.</p>

New planning legislation may affect the future content of Neighbourhood Plans, though specific changes to planning policies may be introduced at different times. Katie Bailey advised that it would be acceptable to devise the Plan under the current framework and to make revisions as and when required. This approach is not without risk but will allow the Plan to move forward in a reasonable timeframe. This was agreed by the Steering Group as a sensible way forward.

b. To agree any other protocols to be established

Any additional chargeable work that falls outside the tender specification should be identified by Katie Bailey so that it can be approved by the Town Council.

c. To agree priority tasks for the next 4 weeks & allocate responsibilities

- Preparation for the Volunteer Group meeting on 29th September. Katie Bailey to identify policies that require further validation / supporting evidence.
- Agree overall status for each current policy:
 - to include or exclude – is it a valid planning policy?;
 - what additional work is required to form the policy and who is responsible for completing this?;
 - is there sufficient evidence to support the policy and if not, how can it be gathered?

Action: Katie to put the slides together, based on the original summary Richard Quarterman prepared for the Town Council meeting.

Action: Rayner Mayer to devise format for recording evidence base.

Action: Rochelle Halliday to arrange meeting with HDC Planning Policy team for Katie Bailey and Richard Quarterman.

4. **Volunteer Group – To agree what the group will work on & content for first meeting**

The level of involvement between Steering Group and the Volunteer Group was discussed. Katie Bailey will have an active role in Volunteer Group meetings. It was agreed that Richard Quarterman will permanently Chair the Volunteer Group, as a link between the two.

The next meeting will be Tuesday, 29th September, 7pm.

Agenda items:

- Introduce Katie Bailey and explain the process undertaken to contract a consultant;
- Evaluate each policy area to identify where more work is required and discuss the formulation of the evidence base;
- Proposed timeline for the Plan;
- Outcome of the resident survey and to explore any emerging themes;
- Pull together consultation process so far. How have key groups been engaged with and have all key groups been reached.

5.	Items for Discussion at the Next Meeting <ul style="list-style-type: none">- Review of Volunteer Group actions / notes;- Progress against overall timeline and progress for each policy area – standing agenda item;- Feedback from the Hart meeting.
6.	Date of Next Meeting <ul style="list-style-type: none">- Volunteer Group: 29th September 2020, 7.00pm- Steering Group: 14th October 2020, 9.30am

The meeting closed at 4.30pm.