

## Neighbourhood Plan Steering Group Meeting Notes Tuesday, 4<sup>th</sup> May 2021, 5.07pm held virtually

**Present:** Richard Quarterman (Chair), Rayner Mayer (Vice Chair), Cllr Stuart Bailey, Cllr Tony Spencer, Katie Bailey (Consultant) & Rochelle Halliday (Town Clerk)

### 1. Welcome & apologies for absence

Apologies were received from Cllr Cockarill.

### 2. To agree notes from the last meeting on 6<sup>th</sup> April 2021 (attached) & matters arising:

The notes from the last meeting were agreed as being an accurate record.

The following matters arising were discussed:

- Item 2:
  - TS/RQ to finalise views & RQ to create map – five views have been selected for the Plan, following review by Richard Quarterman and Cllr Spencer. The map has also been created. **Action Cllr Spencer:** to finalise background paper, send two view images to Richard Quarterman and amend the background paper descriptions to match the wording in the main Plan.
  - TS/RM finalise flooding wording – Rayner Mayer requested that the flooding policy be amended further, to reflect that building in the flood zone is prohibited, especially since it is very difficult to get standard home insurance on properties built in areas at risk of flooding. Katie Bailey confirmed that the policy was amended prior to the review by Full Council in March. The assessment undertaken by Hart District Council will be based on the Environment Agency's latest policies and data. The planning process is further underpinned by District and national planning policy. It was agreed that the policy would remain unchanged and for a review to be taken in light of any comments arising from the consultation.
  - KB to update community facilities text – completed.
  - KB to update River Blackwater ROW text – the current wording includes the desire to allocate as a Right of Way the undesignated paths along the River Blackwater. No further revision is required at this stage. **Add to Next plan version:** It was agreed to add to the next version of the Plan the email recently received from the Manager of the Blackwater Valley Countryside Partnership, which details the current status of Right of Way designation.
  - Front cover and illustrations – front cover and logo created. Illustrations within the Plan will be addressed after the Regulation 14 consultation. **Action: Richard Quarterman:** page number on the contents page are to be added.
  - KB/RH to update timeline – completed.
  - RH to order banner and correx board posters – completed & delivered.
- 3. **Review of progress:**
  - a. To review pre submission Plan (attached) & any outstanding amendments to text required  
No further amendments are required.
- 4. **Regulation 14 Consultation preparation:**
  - i. Collecting consultation responses – Katie Bailey has circulated a form for recording any ad hoc responses received. The main body of consultation responses will be driven through SurveyMonkey but the statutory consultees are likely to submit their response in the form a report.

ii. Final actions for consultation

- List of documents to go with consultation on NP website – being progressed by Rochelle Halliday and the NP web developer. Rochelle Halliday will also be creating a cover letter for the statutory consultees.
- Send info to Gordon Young to update NP website – as above.
- Set up Survey Monkey – in progress.
- Set up social media and YTC web comms – will be completed by the NP web developer and YTC office.
- Set up virtual Q&A sessions – agreed that session would be held virtually on 17<sup>th</sup> June at 7.30pm – **Action Rochelle Halliday:** to set up and do promotion on social media. **Action Richard Quarterman:** to create introductory slides.
- Survey responses – where simple and low in volume, the YTC office will input paper consultation surveys into SurveyMonkey. Data entry support may be needed from the Steering Group and Volunteer Group if paper inputs are high. The Steering Group will need to review each comment and record their response. This information forms part of the Consultation Statement. Depending on the number of responses received, the Steering Group may need several meetings to consider the representations.

**5. Date of next meeting:**

- Steering Group: Tuesday, 13<sup>th</sup> July 2021, 6.00pm by Zoom.

The meeting closed at 6.05pm.