

**Neighbourhood Development Plan (NDP) Steering Group**  
**MINUTES**  
**Monday 25<sup>th</sup> January 2021**

- 209. Attendance:** Cllr Souter (ES), Karen Addison (KA), Janet Herring (JH), Jeremy Dawkins (JD), David Angwin (DA), Ian Courcoux (IC), Juliette Gerrard (JG), Paul Lee (PL), Wink Hanbury (WH).
- 210. Public Attendance:** The Parish Clerk (Gail Foster-GF) was in attendance.
- 211. Welcome and introduction:**
- 211.1. ES welcomed everyone to the meeting and thanked them for showing an interest in helping the Neighbourhood Development Plan progress. It was explained that the Steering Group, (SG) is an advisory committee formed by the Parish Council to undertake the delivery of a plan as set out in the Localism Act 2011. As a committee of the council the SG are required to comply with local government legislation. The meetings will be held in public and members are required to declare any interests and abide by the council's code of conduct. Under the SG are several Working Groups (WG) that are set up to focus on specific parts of the plan to gather and present information to the SG. The WG are not committees, and do not take any decisions, therefore they do not need to meet in public, nor do minutes need to be taken.
- 212. Apologies for absence:**
- 212.1. Ivan Royle (IR), Richard Eastham, Feria Urbanism and TVBC Community Engagement Officer, Imogen Colley had sent apologies.
- 212.2. **Welcome to new members of the Steering Group:** ES welcomed the following residents to the SG; Janet Herring, Wink Hanbury, Paul Lee, Juliette Gerrard, David Angwin.
- 212.3. Jeremy Dawkins and Ian Courcoux were thanked for volunteering to help with the WGs.
- 213. Declarations of Interests:**
- 213.1. No changes were declared, and the new members would be sent the relevant forms to complete before the next meeting. **Action: Clerk.**
- 214. To hold a minutes silence for the recent passing of SG member Janet Pettitt.**
- 214.1. The group reflected that Janet had contributed a great deal to the community and her love of life and great enthusiasm would be terribly missed by all. A respectful silence was held.
- 215. Points from the floor:**
- 215.1. None.
- 216. To approve the minutes of the last meeting:**
- 216.1. It was Unanimously agreed that the minutes of the meeting of 23<sup>rd</sup> November be approved. They would be published on the website. **Action: Clerk.**
- 217. To review the next steps document:**
- 217.1. Feria Urbanism has sent an amended version on the day of the meeting, this would be distributed among the SG members. **Action: Clerk.**
- 217.2. The Vision Statements from other local Neighbourhood Development Plans would be saved to the dropbox folder. **Action Clerk.**

- 218. To decide which members of the SG will work on the revision documents:** A discussion was held and new WGs were created. Each WG would report back to the SG at the next meeting advising progress made:
- 219. Vision Statement: Action: DA & PL.**
- 220. Policy WB1: Action: JH, IC & JD.**
- 221. Policy VE2 – Views. Action: ES & GF. Another member of the public would be asked to assist.**
- 222. Policy VE1 – Design. Action: DA, KA, WH & GF**
- 223. Village Design Statement review. Action: KA, WH, JD & GF**
- 224.** It was noted that there was no specific section covering the farming community, although the subject was covered in a couple of the draft plan headings. Ferial Urbanism would be asked for advice. **Action: ES/KA.**
- 225. Any other business for consideration at the next meeting:**
- 225.1. None.
- 226. Points from the floor.**
- 226.1. None.
- 227. To confirm the date of the next meeting:**
- 227.1. The next meeting would be held on Monday 22<sup>nd</sup> February.
- 228.** The meeting was closed at 20.16pm.

**Date of next monthly meeting: Monday 22<sup>nd</sup> February 2021 at 7.00pm via Zoom.**

**This a draft pending approval at the next Steering Group meeting.**