

Neighbourhood Development Plan (NDP) Steering Group
MINUTES
Monday 24 February 2020

- 93. Attendance:** Cllr Addison (KA), Janet Herring (JP), Claudia Peace, Ivan Royle (IR), Karin Blandford (KB), Jon Cotterell.
- 94. Public Attendance:** The Parish Clerk (Gail Foster) was in attendance.
- 95. Welcome and introduction:**
95.1. KA welcomed everyone to the meeting.
- 96. Apologies for absence:**
96.1. Janet Pettitt had sent her apologies.
- 97. Points from the floor:**
97.1. None raised.
- 98. Declarations of Interests:**
98.1. No changes were declared.
- 99. To approve the minutes of the last meeting:**
99.1. Jon Cotterell had requested that minute no. 90.2 was amended and this was Unanimously agreed and the minutes were approved.
- 100. To receive reports from the Working Groups:**
100.1. The **Open Spaces** had decided on a self-imposed deadline of the middle of March 2020 to provide report to Feria Urbanism. This would allow 10 days for the Consultation event on the 26th March.
100.2. The consultant would provide an action plan in step form. The next step would be to identify the landowners and compile a list. All sites were to be mapped.
100.3. The **History** working group were still progressing.
100.4. The **Wilding Group**. – JH advised that a launching event had been scheduled for the 7th March. The School had two people training to become Wilder School Champions. Feria Urbanism would be asked what was expected to be written for the plan.
- 101. To receive an update on the free publications list.**
101.1. Some of the editors of the publications had replied to say they would be interested in any articles that we wanted to publish. This was noted.
- 102. To agree the revised timeline for the project so that it can be published.**
102.1. There was a lot of work that could be done by the end of the year, but the NDP would not be completed by year end. Policies would be written by Feria Urbanism and draft material would need to be sent by the end of March. A report would then be compiled by the consultants and reviewed by the SG. From this themes and a vision text would be produced in April / May.
102.2. It was estimated that the SG could hold an exhibition in May / June and go to Public Consultation under regulation 14 in June / July.
102.3. After this in the “pre-submission” period, any revisions would be made and the to draft would then be presented to TVBC around possibly at year end or more likely early in 2021.

103. To receive an update on the new Website for the NDP.

- 103.1. KA had made a lot of progress and the draft presented to the SG had been very well received. Links had been made to the Parish Council website and other links would be added. Working Groups could start adding photos and text in the next week.
- 103.2. It was hoped that a FAQ page could be set up to for the NDP. Members were to sent suggested questions to the Clerk.

104. To receive an update on the NDP grant application.

- 104.1. The Clerk reported that the funds had been received in the bank, and that there were specific guidelines as to how they should be spent. This would be monitored. **Action: Clerk.**
- 104.2. All monies had to be spent by 31st March or be returned. This would be discussed with the Consultants. **Action: Clerk.**

105. To discuss the proposed consultation day of 26th March.

- 105.1. IR reported that an advert had been placed in the Parish Magazine. Primarily the event would display to residents all the green spaces that had been identified in the questionnaire feedback forms. The same presentation style as the previous event in January would be used.

106. Any other business for consideration at the next meeting:

- 106.1. To confirm the timeline in greater depth and consider a detailed project plan. Perhaps to use a Gant Chart.
- 106.2. To ensure a complaints procedure and process was in place.
- 106.3. To review the FAQ paper.
- 106.4. The meeting was closed at 19.58.

Date of next monthly meeting: Monday 23rd March 2020 at 7.00pm in the Village Hall.

Signed as a true and accurate record of the meeting

by Chairman

Date