

Minutes of a meeting of the Thruxton NDP Steering Group on 11 JAN 19 held in the TMH Machin Room at 7pm.

The meeting followed a previously issued Agenda. These minutes follow the structure of that Agenda.

1. Attendees: Steve Counsell (Chair), Louisa Chamberlain, John Davis, Bill Brewer, Simon Watson.
2. Apologies: Mike Windsor, Liz Watson
3. Minutes of the last Meeting: Minutes of the 29 SEP 18 meeting have not been published. The Chairman apologised for this oversight and agreed to use the report from that meeting that had been used to brief the PC at that time as a basis for correcting this omission.
4. The Chairman updated the meeting on four key areas as below:
 - a. Current Plan and supplementary documents status: The need for a “Designated Area” map was explained and the document raised was reviewed. Similarly the “Consultation Statement” and “Basic Conditions Statement” were reviewed at their most recent amendment status. The amendments, raised since its issue by SD, to the Draft Regulation 15 NDP were reviewed. It was explained that SD had committed to implementing the necessary amendments to the NDP before Wednesday 16 JAN 19 when the PC meet to agree to the submission of the Regulation 15 Submission documents to TVBC. The SG unanimously agreed that provided SD had implemented the required amendments to the NDP all four of the documents met the required standard for them to be recommended to the PC for submission to TVBC as being suitable for NPPF Regulation 15 purposes.
 - b. The planned Extraordinary PC Meeting, 7pm Wednesday 16 JAN 19 in the Machin Room was brought to the attention of the SG and all were invited to attend. The Chairman will attend to recommend the four Regulation 15 documents to the PC as being suitable for NPPF Regulation 15 purposes.
 - c. What TVBC expect to receive: The Chairman confirmed that following a telephone conversation with Sarah Hughes, TVBC Planning Officer that afternoon he was able to confirm that TVBC expected an e mail submission of “soft” versions of the four documents discussed above to be delivered with a covering note from the PC. “Word” versions were preferred but recognising the role of external consultants a “PDF” version of the NDP was acceptable. The Chairman took an action to ask SD for a “Word” version.
 - d. What happens after submission: The Chairman related the gist of his conversation with Sarah Hughes outlining the steps remaining up to the point when the NDP will be “Made”. The Chairman will explain this process to the PC at their meeting on Wednesday if required.

5. It was recognised that further work needs to be accomplished as below with actions allocated:
 - a. The documents in the Dropbox need to be filtered for those that should be in the public domain (i.e. in the Parish website) and those that will remain as an SG/PC archive Action SC and LC
 - b. Add the selected documents to the website Action SW
 - c. Prepare to deal with Regulation 16 “Representations” Action SC
 - d. Examiner appointment Action TBD
 - e. Deal with Examiner “Representation” Action TBD
 - f. Referendum preparation, if any Action TBD

6. Finance update: Bill Brewer gave a summary of the financial situation, which is good. A further grant had successfully been applied for and received. It was stressed that SD need to invoice us for the work to completion of Reg15 submission before the end of February to avoid loss of the previously agreed grant funds.

7. AOB: Explanation of what “Made” means was requested and given. Essentially it is the point at which the NDP becomes a legal document that must be used by TVBC ‘et al’ in considering Planning Applications.

8. DATE OF NEXT MEETING: It was not possible to set a precise date but the next meeting is to be expected in mid to late March 2019.