**MINUTES OF MEETING of the Neighbourhood Plan Steering Group**

**Held on Monday 21st October 2013 at Marden Scout HQ at 8 pm**

**128. Present:** Cllrs Richard Adam, Anne Boswell, Lesley Mannington, Dorothy Reed, Jean Robertson and Kate Tippen, Alison Hooker, Steve McArragher, Catherine Alderson, Peter Court (Millwood Homes), Bridget Harvey, Pam Bowles, Kate Kershaw, Kevin Warrington, Richard Fryer, Jo Fryer, Carol Hogg and Bev Reid.

**129. Apologies:** Apologies were received from Cllrs Maria Brown and Andy Turner, Liz Stanley, Philip Taylor, Sascha Newton, Christine & Kim Gibbs and Elliott Newlyn.

In the absence of the Chairman it was proposed that Cllr Lesley Mannington take the chair.

**130. Interests:** Peter Court informed the meeting that he was now representing Millwood Homes.

**131. Minutes:**  The Minutes of the 30th September were agreed as a true record and signed by the Acting Chairman.

**132. Estimation of Volunteer Hours**  - All volunteers were asked to submit an approximate number of hours worked so far on the Neighbourhood Plan.

133. **Update of Evidence File –** Alison Hooker had been keeping the evidence file as up to date as possible however some information on the workshops, ploughing match etc had not been included. Members were asked to provide any additional information they had to Alison to place in the file.

**134. Rough First Draft** – Topic leaders/buddies were working towards putting together the policies and Maria Brown had circulated a suggested format using the same headings as MBC’s Core Strategy. Several other Neighbourhood Plans were discussed: Tattenhall (Cheshire) had had their NP adopted prior to the Local Authority’s Local Plan – does this set a precedent? ; Wiltshire Local Authority declined a planning application due to prematurity of a NP ; Harrietsham had put together their draft format. Several members had attended Staplehurst event and produced a report on this.

**135. Editorial Team setup –** Kate Tippen and Lesley Mannington had put themselves forward to start putting the draft document/policies together with the help of Alison as some of the documents were already on the Parish Council computer. Maria Brown would also be asked to be part of this team. Richard Adam agreed to take on a reviewer role.

**136. Any Other Business**

Richard Adam : Asked that the statement circulated since the last meeting, which the Parish Council had agreed the content of and forwarded to MBC, be supported and sent, with a covering letter, to MBC Officers. The Group agreed for this to be approved and Anne Boswell would draft the covering letter.

Richard Adam: Marden Parish Council has asked MBC for a meeting with stakeholders (ie Southern Water and KCC) and outlining the sustainability of housing sites and the cumulative effect. Alison was asked to circulate this letter to NP Members.

Kevin Warrington felt that no development should take place until full details of an updated infrastructure be in place – several members queried this as felt that some development was needed, albeit phased. Currently no planning policy exists for sustainability etc which is covered in the letter to MBC as discussed above.

Richard Adam asked members to consider the proposal of a “community facility” in the Stanleys Farm application. Is this what the village wants? What could it be used for? etc.

Anne Boswell: an email had been sent to MPC regarding the parking of cars and speed of traffic along Howland Road. This was passed to the NP Group to discuss when looking and at proposed new development in this area and what possible solutions could be implemented.

Members were asked for any photographs/evidence to support the questions on infrastructure to be sent to the Parish Office to put on the table when meeting the stakeholders.

MBC Cabinet paper had been produced stating that the Strategic Housing Market Assessment (SHMA) had not yet been done and therefore MBC could not undertake further consultation at this moment in time. Peter Court reported that his personal view is that the outcome of the SHMA would not be known until mid November with public consultation in earl 2014, this would take 6 weeks and MBC would then need to assess the responses and report to Council. A second consultation would then take place during the 3rd/4th quarter of 2014 and submitted to the Secretary of State end of 2014/early 2015. He envisages that no adoption will take place until the end of 2015 / beginning of 2016 (the 10th anniversary of the expiry of the old Local Plan).

Kate Kershaw asked whether representatives of the KCC Lead Local Flood Authority could be asked to attend the MBC meeting with stakeholders, proposed at Parish Council meeting and it was suggested that Kate Kershaw, Steve McArragher and Catherine Alderson be put forward to represent MNPSG.

**127. Date & Venue of Next Meeting:** 18th November at the Scout HQ commencing at 8pm. Steve McArragher gave his apologies.

The meeting closed at 9.20pm.

Signed ……………………………………………………………………………… Date ……………………………………………………..