

Little Milton Neighbourhood Plan Steering Group
Minutes of meeting held on 6th August 2018 at Pear Tree Cottage

Attendees

Barry Coward (Parish Councillor) – Chairman
Cllr Kate Daunt
Ian Dennis (Resident)
Raymond Fergusson (Parish Clerk)

1. Apologies

None

2. Minutes of last meeting

The minutes of the meeting held on 12th July 2018 were accepted as true record of the meeting.

3. Examiners Report

The Chairman stated that the Examiner had not yet issued his report following his the Parish Council's response to the Examiner's Fact Check Report. The Chairman reported that he had incorporated the changes suggested by the Examiner and had received an email from SODC Planning encouraging us to do so.

4. Amendment of Plan- Referendum Version

As a consequence of 3 above a final Referendum version of the Plan will be required to be available on the website. Its availability on the website will need to be carefully managed to ensure that it fitted in with the timing of the Decision Notice.

5. SODC Decision Notice

After the Examiner has issued his report SODC has five weeks to issue a Decision Notice as to whether the Plan has been approved by the Local Council. If the Neighbourhood Plan is found to be satisfactory, with modifications if necessary, then the local authority will arrange for the referendum to take place. This will be organised by the elections unit and 28 working days before the date of the referendum, the local authority is required to publish information about the neighbourhood plan. Then 25 working days before the date of the referendum, they are required to give notice that a referendum is taking place and the date of the poll. This could give an elapsed time of around eight weeks between the issue of the Examiners Report and the date of the referendum. There will be a dialogue between the Parish Council (Steering Group) and SODC as to the preferred date of the Referendum.

6. Referendum Plan

The Chairman stated that he had looked at the possible dates to hold the consultation on the Friday evening/Saturday morning prior to the Referendum but the exact dates would be determined once the actual date of the Referendum had been determined. The Referendum day would be on a Thursday and the Chairman stated that he would liaise with the Village Hall Committee to ensure that those who had booked the hall had sufficient notice of the hall's unavailability.

The Steering Group reviewed the publicity that had been proposed that included a flyer two weeks before the referendum, A banner publicising the date, the flyer to be distributed the night before the referendum. There would also be suitable information in the Newsletter. It was important that the publicity was factual and made no attempt to influence the voting intention of the electorate.

7. Printed Copies

The Chairman stated that it would be necessary to have sufficient copies of the Plan available on the consultation days as well as copies for the Parish Councillor/Clerk. The key appendices also required to have sufficient copies printed. The Chairman stated that he had received a quote of £140 but this was subject to change.

8. Budget

Raymond distributed a schedule detailing the grants received from Locality and SODC as well as the costs incurred to date. The available funds available are £682.74 and the Chairman's estimates of future costs suggested would not exceed this figure. Raymond also stated that he would contact Fiona Mullins of CFO regarding the final invoice that had not yet been submitted by them in respect of their Consultancy work

9. Website copies of Referendum Version of Plan

This item is covered under item 4

10. Timings

The expected timings for the Plan to reach Referendum are as follows

Decision Notice issued by SODC	Late August 2018
Referendum Day	Late October/Early November 2018
Adoption of Plan by SODC	November 2018

11. Any Other Business

There was no other business

12. Schedule of Meetings

The following is a schedule of proposed meeting dates

28th August
10th September
24th September

13. Date of Next Meeting

The next meeting is planned for **August 28th at Pear Tree Cottage**