

Neighbourhood Plan Steering Group

Held on Thursday April 27th 2017 7.30pm in Lound Village Hall

Present: Michael Naylor (Chair), Andrew Perkins, Nick Prout, Carol Green, Karen Pollard, Rod Austin

Apologies Received: Colin Beaumont, Bob Lane

Minutes of the Meeting held 30th March 2017 were approved as a true record.

Matters arising from previous meeting:

1. Declaration of Interested Parties

Karen Pollard & Bob Lane still to complete form and submit

Action: Karen Pollard, Bob Lane

Declaration of Interest- None

2. Technical Support Application

Michael has applied for free support/advice relating to site assessment and is awaiting contact from an independent expert

Action: Michael Naylor to progress

Eligible for approx £9000 technical support funding if needed at a later date.

3. Analysis of Potential Development Sites

Discussion around the differences between the initial Site Assessment plan drawn up by Nick and the related Landownership plan drawn up by BDC.

Agreed way forward:

- BDC plan to be renamed to clarify use
- Nick to visit BDC offices to refine BDC plan further
- For clarity & traceability, add original labels to BDC plan that relate back to Appendix 3 (Q16 – Are there any sites you think would be suitable for additional housing)

Action: Nick Prout

BDC have now sent the approved letter to landowners.

Ownership of one of the potential sites has changed

Action: Michael Naylor to ensure James Green at BDC is aware

Resignations and re-distribution of duties

Since the last meeting Jerry Kershaw, Fred Walter, Angela Walter & Kirstin Hayes have resigned from the Steering Group.

Allocation of Duties

Cheque signatories

- Add Nick Prout & Karen Pollard
- Remove Jerry Kershaw & Fred Walter

Action: Michael Naylor

Booking of Village Hall & keys for unlocking/locking up - Nick Prout

Administration of documents/emails/etc

- Create dropbox for Steering Group to be used to store all relevant documents, emails, etc and circulate link. This will be used instead of printing and filing in the Master Files

Action: Rod Austin

- Administration of documents/emails/etc into dropbox – Karen Pollard

Rest of Jerry's duties – Michael Naylor

- Keeper of current Master Files, surveys, etc
- Treasurer duties
- Funding application for general expenditure is in progress for another £7990, Jerry has kindly agreed to complete before handing over to Michael.

Vision and objectives

Ideas submitted by Colin, Michael and Karen. It was felt that Michael's suggestions were too brief but others were too wordy.

Focus should be on the Vision and Objectives of the plan NOT the Vision and Objectives of the Steering Group

Action: All members of Steering Group to work on the Vision and Objectives (no more than 5 objectives) BEFORE the next meeting

Framework for Draft Plan

Karen found "Template: Structuring your Neighbourhood Plan" by Planning Aid England to be a useful document

Action: Karen to circulate link/add to Group's dropbox

The draft contents page submitted by Colin together with his suggestions for proceeding were accepted

Action: Nick Prout & Colin Beaumont to continue with beginning Draft Plan

AOB

Andrew made the Steering Group aware that the Parish Council have an open meeting on Saturday 20th May. Steering Group could do an update if timing is appropriate

Date of Next Meeting - Thursday 18th May 2017 at 7.30pm, Lound Village Hall.