



**NEIGHBOURHOOD PLAN STEERING GROUP**

**MEETING AGENDA Wednesday, 20<sup>th</sup> May 2020 at 6:45pm by Video Conference**

**Following the trial use of the Zoom facility – this and all future meeting will be available to the Public**

**Meeting will be recorded, video and audio from the outset**

Ref	Item	Action	Resp.	Comments	Who When
04/20	Receive and Approve Apologies for Absence				
04/21	Approval of the minutes of the 15th April 2020				
04/22	To Note any Declarations of Interests				
	<b><u>Brought Forward Items</u></b>				
04/5	Consultation Statement – update on progress and target date for next draft	KJ email 11/05/20 refers	RE/HW/GH	Date for “final” draft?	
04/6	<b><u>Website Updating</u></b>				
04/6a	Brief Summary of Drop-In session (6/2/20)	Draft issued and has been reviewed	CW to finalise	HW to review for typos and English before uploading to the web.	
04/6b	Pre-Submission responses uploaded	In progress	SS	Depends on 04/9 being completed	
04/6c	Update the web for any points arising from the finally agreed Consultation Statement		SS	Depends on 04/5 being completed	
04/7	<b>NYCC Section 77 Approval</b>	In progress	BG	No update received from BG, emailed on	
04/8	<b>Beyond Progress on Submitting their Planning Application</b>	In progress	FB	CW has emailed FB for update on	



Ref	Item	Action	Resp.	Comments	Who When
	<b><u>Pre-Submission Responses and changes made to Final Plan</u></b>				
04/9	Pre-Submission Responses – Review of draft comments and changes (if any) to Final Plan	Formal SG approval sought subject to SG agreeing responses to 04/10 & 04/11 below	All	Email 03/05 refers. Any material changes to be emailed by members before the meeting to all SG members. Note minor changes proposed by KJ (4/05) reviewed and draft (03/05) amended.	
04/10	Natural England Response	Design policy (P4) amended. Formal SG approval sought to responses for 04/9 above and to P4 policy change	All		
04/11	Police Response				
	<b><u>Main Questions &amp; Actions arising from Pre-Submission Responses and Steering Group Review</u></b>				
04/12	Local Occupancy Criteria – Affordable and Open Market Houses	Email exchange between HDC (legal), RHE and BH copied to SG.	All	Draft Plan amended to reflect our understanding of the position.	
04/13	Associated Land, Playing Field, Part of Playing Field	Terminology agreed	All	Draft Plan to be amended	



Ref	Item	Action	Resp.	Comments	Who When
04/14a & 04/14b	Policies Change of Order– View in terms of the principle of a change  Planning “speak”, overall read?	Draft Minutes 15/04/20 change of order agreed P2/P3 now P1/P2 and P1 now P3 GH has added wording to PI-P4 and P5 SG to discuss, review and agree these changes	All  All	Policies now start with an intent section, then the policy in the blue box followed by a planning justification.  SG please see Final Plan – Draft 3, issued with Agenda. Continue to note that it will be proofed checked later.  Any material points of correction etc. – let CW know, but following the meeting Draft 4 will be issued which should be the final draft.	
04/15	Review and Agreement to Policies – Blue boxes refer	Consider and agree all policy wording.	All	<u>Draft of Final plan includes the policy wording as previously stated apart from any agreed changes arising from 04/9 to 04/11 Amended policy wording to be considered. CW to issue wording changed before the meeting.</u>	
04/16	Affordable Housing Appendix – Format and Content to be agreed	What to include	All	Example as provided by AM, to include the Factsheet as well. FB been approached for Beyond’s input on their policy	
04/17	<i>Review of the Draft of the Final Plan</i>	<i>Not to be discussed at this meeting CW to circulate an update Final Plan – Draft 4 with any agreed changes arising from this meeting</i>	<i>CW/All</i>	<i>Feedback MATERIAL POINTS only following release of Final Plan – Draft 4. It is anticipated that Draft 4, the Consultation Statement, and the Responses document will all be formally agreed at the next meeting. They will be then sent to KJ for a final review.</i>	



Ref	Item	Action	Resp.	Comments	Who When
		<i>by no later than the 26/05/20.</i>			
04/17a	Photographs in Draft	SG to either approve or provide revised photographs	All	SG members to provide either before or directly after this meeting.	
	<b><u>Grants</u></b>				
04/18	<i>Repayment of Unspent Grant</i>	<i>Done</i>			
04/18a	Expression of Interest and New Grant application	Done	CW	In Progress	
04/19	Date of Next Meeting	10/06/20	All	Key meeting Formal Approval of Final Plan, Consultation Statement and Responses, subject only to KJ review.	

Where applicable, host will share documents, so they can be seen on the participants screen to assist in viewing, commenting, and reviewing documents.

Please be aware that your Zoom software may require updating before the meeting.