



NEIGHBOURHOOD PLAN STEERING GROUP

Minutes; Wednesday, 20th 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

Attendees:

David Cook DC (by telephone only from 04/12 onwards)

Sophie Cooper SC

Ruth Eastham RE

George Hunter GH

Susan Stephenson SS

Clive Walley CW

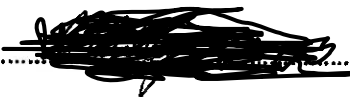
Hazel Warhurst HW (from 04/12 onwards)

2 x members of public

Ref	Item	Comments	Action
04/20	Receive and Approve Apologies for Absence	No apologies received	
04/21	Approval of the minutes of the 15th April 2020	Approved	
04/22	To Note any Declarations of Interests	No declarations of interest	
The Chairman requested that the Agenda be altered and move Items 04/7 and 04/8 be removed from the agenda and be discussed at the next Parish Council meeting – approved by all.			
<u>Brought forward items</u>			
04/5	Consultation Statement – update on progress and target date for next draft KJ email 11/05/20 refers	Everything suggested by all has been added to doc and updated Meetings Summary to be uploaded to website Pictures changed on front of document	
04/6	<u>Website Updating</u>		
04/6a	Brief Summary of Drop-In session (6/2/20)	Uploaded on web	
04/6b	Pre-Submission responses	In progress, depends on 04/9 being completed	
04/6c	Update the web for any points arising from the finally agreed Consultation Statement	Agree dates; 18 or 19 Nov 2014? Minutes inaccurate should be 19/11/14	SS
04/7	NYCC Section 77 Approval	Item moved to Parish Council agenda	CW
04/8	Beyond Progress on submitting their Planning Application	Item moved to Parish Council agenda	CW

Ref	Item	Comments	Action
Pre-Submission Responses and changes made to Final Plan			
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. Minor changes proposed by KJ (4/05) reviewed and draft (03/05) amended.	Approved by all.	
04/10	Natural England Response Design policy amended	Approved by all	
04/11	Police Response Design policy amended	Approved by all	
Main Questions & Actions arising from Pre-Submission Responses and Steering Group Review			
04/12	Local Occupancy Criteria – Affordable and Open Market Houses Email exchange between HDC (legal), RHE and BH copied to SG.	SC/RE/GH/SS/CW/HW agreed to changes of P19 DC to review wording and circulate revision to all members	DC
04/13	Associated Land, Playing Field, Part of Playing Field	Terminology agreed, Draft Plan to be amended	CW
04/14a & 04/14b	Policies Change of Order– View in terms of the principle of a change. 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 Planning “speak”, overall read?	Policies now start with an intent section, then the policy in the blue box followed by a planning justification. Any material points of correction etc. – let CW know, but following the meeting Draft 4 will be issued which should be the final draft. Approved by all. Concept agreed; splitting policy, intent then planning policy all agreed	
04/15	Review and Agreement to Policies – Blue boxes refer Consider and agree all policy wording. 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	Agreed by all to go with the wording in the ‘blue’ boxes	
04/16	Affordable Housing Appendix – Format and Content to be agreed Example as provided by AM, to include the Factsheet as well. FB been approached for Beyond’s input on their policy	CW to forward Beyond’s policy to AM for review DC to approach other housing associations for examples of their letting policies	CW DC
04/17	Review of the Draft of the Final Plan	CW to circulate an update Final Plan – Draft 4 with any agreed changes arising from this meeting by no later than the 26/05/20 for final review by all SG.	All

Ref	Item	Comments	Action
		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.	
04/17a	Photographs in Draft	SG members to provide CW with additional or revised photographs, in JPEG format, along with caption.	All
Grants			
04/18	Repayment of Unspent Grant	Done	
04/18a	Expression of Interest and New Grant application	Done, awaiting response from Groundwork.	
04/19	Date of Next Meeting	10/06/20 agreed Key meeting Formal Approval of Final Plan, Consultation Statement and Responses, subject only to KJ review.	All
	Meeting closed at 7:30pm		

Signed: 

Date: 21/7/20
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