

## **Neighbourhood Plan Steering Group Meeting 67**

**Held on Monday 26<sup>th</sup> March 2018 at 19.30 hrs**

**Village Hall, Norley Road, Cuddington**

**Present:** David Jackson, Tim Vincent, Mike Jeal, Alan Latham, Colin Coles, Andy Benson, Eileen Kerrigan, John Kerrigan

**Apologies:** Juliette McDonald, Hilary Knowles, Val Godfrey

### **332 Minutes of Previous Meetings & Actions arising**

These were reviewed.

### **333 Review of Documents**

The revised versions of the Submission Draft and the Character assessment were reviewed for changes.

The team looked at the proposed website layout for all the Regulation 15 documents.

It was agreed that the Submission draft would be the first document and in its own folder on the website to assist residents to readily access the main policy document.

The meeting also discussed the contents of folders and the preferred order of documents in the Key Documents folder.

It was agreed that the errors found in the HNS Report would be corrected and the revised pages inserted into our existing copies for use in the Reg 15 consultation process.

### **334 Further Actions**

Submit the documents to Emma and establish the details of the procedure during and post Reg15.

It was agreed that the team would have a presence at the Gala and that there would be an article in the Gala brochure which will be distributed to every home in the first week of May.

If not too late a notification of the forthcoming consultation would be put into the April Round Tower.

The meeting closed at 8.30pm

## Summary of Actions

Action	By whom	Due Date
Contact Jonathan Cook	Eileen	Complete
Contact Urban Imprint re changes to Basic Conditions Statement	John & Eileen	Complete
Arrange for a slot at the next Parish Council meeting	Eileen	Complete
Complete reading and re-drafting work	All	Complete
Submit documents to Emma for Reg 15 via the Dropbox and establish next steps	John & Eileen	asap
Contact Nicola re Round Tower	Eileen	urgent
Draft an article for the Gala brochure and circulate	John	mid-April
Prepare a project completion report	Juliette	Complete