

Neighbourhood Plan Steering Group Meetings 40

Village Hall, Norley Road, Cuddington

Meeting Held on Wednesday 19th April 2017 at 7.30pm

Present:

Colin Coles, Mike Jeal, Eileen Kerrigan, John Kerrigan, Andy Benson, Hilary Knowles, Val Godfrey

Apologies: Juliette McDonald, Alan Latham, David Jackson, Tim Vincent

197 Review of Minutes and Actions

The notes from the previous three meetings had been circulated to the team for comment. There were no comments or alterations.

The meeting with the Parish Council, to go through all the draft policies, had been re-arranged for **Wednesday 26th April at 7.30pm.**

A meeting to review the Draft policies and the progress towards Regulation 14 Consultation had been arranged with Emma from the CWaC planning team. This will be held on **Wednesday 17th May beginning at 2pm**

198 Progress on Reg14 Documents

The Chairman reported that Hilary and Val had kindly offered to read through all the documents to be produced for the Regulation 14 consultation as they are completed prior to final setting and printing/ loading onto the website.

Element of Draft Neighbourhood Plan	Status	Action	Who
Foreword		To be written for PC	John
Introduction	Draft written by Mike	To be edited into final format	
Community Profile	Draft taken from The Character Assessment	To be edited into final format	
Development of the NP	Draft Written by John & Eileen	To be edited into final format	
Vision & Objectives	Written	To be shared with the PC and CWaC planning team	
Policies: Environment	Policies & Explanatories Written	Evidence and Feedback summary to complete	Alan/Hilary
Policies: Economy	Policies & Explanatories Written	Evidence and Feedback summary to complete	Tim/Andy/John
Policies: Housing	Policies, Explanatories and Evidence & Feedback written	To be edited into final format	
Policies: Traffic & Movement	Policies & Explanatories Written	Evidence and Feedback summary to complete	David
Proposals Map	Draft produced	Final editing	David
Regulation 14 Consultation process Guide	First draft written	To be reviewed and redrafted	Colin/David
Green Space designation	First draft list produced	To be reviewed with CWaC	All
Maps as Appendices	First draft list produced	Definitive list to be produced	All
Character Assessment	Final Draft completed	To be edited for final publication	Val/ Hilary
Housing Needs Report	Final Draft completed	To be edited for final publication	Val/Hilary

199 Local Green Spaces

The team reviewed the list of Green Spaces recommended in The Character Assessment, using the Local Green Space: Criteria for Designation from the Guidance note provided by CWaC. A matrix was produced which will be tested with Emma at the meeting in May. This will be sent to her ahead of the meeting. The Criteria for designation and the matrix produced are attached with these minutes.

200 Meeting with the Parish Council

The meeting had been re-arranged for **Wednesday April 26th at 7.30pm**. Seven members of the Parish Council had indicated their availability for the meeting.

John was working on a draft presentation for the evening. Eileen reported that the Parish Councillors had all received printed versions of Draft 4 of the policies and explanatories. In view of this, and in order to time manage the meeting, the presentation will be focused on the wording of the policies. The presentation will be circulated ahead of the meeting.

The NP team members with the relevant expertise can handle the detailed discussion, and Q&A in the meeting.

201 Other Business

It was noted that Juliette was progressing the application for the next tranche of Grant. The Chairman will keep the meeting updated on progress.

We have arranged to have a small pitch at the forthcoming Village Gala to be held on Saturday June 10th. Details will be discussed nearer to the time.

202 Review of actions Agreed

The actions agreed in the meeting were reviewed.

The meeting closed at 8.45 pm

Our next Meeting will be on Monday 1st May 2017 at 7.30pm in the Village Hall meeting room.

PLEASE NOTE THE CHANGE OF DAY

Summary of Actions

Action	By whom	Due Date
Sign Off NPSG Constitution John to draft a signing version	All	One signature outstanding
Forward suggested names of possible contacts in the local business community. After the initial policy ideas have been formulated.	All	Ongoing
Confirm the housing capacity being planned into the improved sewerage system-	Tim / Eileen	Meeting to be held 21 st April
Develop a consultation strategy	SG/CWaC	Mid May
Produce a RT input for REG14	Eileen	End May
Generate maps of Green Spaces and traffic hotspots	Alan/David	In progress
Clarify status of planning classification of Blakemere with CWaC	John	Ongoing
Clarify the number of tranches of grant support up to the total of £9000 that can be applied for	John /Juliette	asap
Apply for funding to be available from the 1 st May 2017	Juliette	Progressing
Forward Draft 4 to Emma for comments and seek clarification on points raised in Drafts review meeting	John / Eileen	Completed
Arrange a meeting with CWaC team prior to Reg 14 consultation	John	Completed
Re-arrange meeting with the PC	Eileen	Completed
Using data already provided for Dropbox write a short paragraph for Evidence Base Summaries	All	Urgent
Produce a Powerpoint presentation and circulate ahead of the meeting with the PC	John	25 th April
Review actions in minute 198 above and progress	All	asap
Forward the Green Space analysis to Emma	Eileen	asap
Progress the funding application	Juliette /John	asap