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**NEIGHBOURHOOD PLAN – STEERING GROUP MEETING
TUESDAY 3RD MARCH ‘ 7.00 PM**

Attendants

- **Amenities (Group 1)**
 - Penny Barry (PB)
 - Charlotte Randell (CH)

- **Local Economy (Group 2)**
 - Jill Houghton (Jill)
 - Lee Pound (LP)
 - Guy Warner (GW)

- **Local Environment (Group 3)**
 - Joe Harvey (JH)– Chairman of the Steering Group
 - Jim Langridge (JL)
 - Eli Uggerløse (EU)

- **Planning (Group 4)**
 - Joy Keeley (JK)
 - Rob Sussens (RS)
 - Jo Lloyd (JoL)

- George Longstaff (GL)– Analyser “extraordinaire”

There were also 13 members of the public

The Chairman opened the meeting at 7.00 pm and hard copy of agendas were made available.

1. APOLOGIES

Neil Pearce (NP) had sent apologies as he had to attend a meeting at Stratford upon Avon Town Council

2. REVIEW FEEDBACK FROM QUESTIONNAIRES

- There was agreed consensus that the questionnaires (both household and business) had worked well and given the Steering Group a strong evidence base for the NDP
- One area where we are lacking in information is schools: it was agreed **EU** would contact WCC to obtain full information as to numbers of pupils attending which primary and secondary schools both within and outside the county

- New member, George Longstaff, had started analysing the Plan Survey Literals (aka as the “full” response survey) for which the Steering Group is extremely grateful. He showed the method being used; headings the items would come under – all approved. It would take him a couple of weeks to complete and circulate.

3. REVIEW TIMETABLE FROM MATTHEW NEIL SDC PLANNING OFFICER

- **JH** read through the timetable (which is attached hereto) and it was agreed we would work towards completion Christmas 2015.

4. EXAMINE POTENTIAL NDP FRAMEWORK OPTIONS – eg. SALFORD PRIORS

- Agreed the presentation from Salford Priors was something that could be used as a template.
- **JL** had circulated the draft from the Local Environment Group 3, following their meeting: it was agreed it worked well.
- Agreed the other sub groups should adopt this template
- **EU** advised that a Strategic Environment Assessment (SEA) Scoping Report was required, and this could be carried out by Lepus (who have already carried out the original SEA at a cost of £1,500 – the Parish Council has set funds for the NDP so they are available.
Statutory bodies such as English Nature, English Heritage and the Environment Agency would welcome such a Scope Report and it would be useful and add to the evidence base of Environmental issues.

5. FEEDBACK FROM THE SUB GROUP PRE-MEETING

- Environment and Business were the ones that had had the opportunity to meet
- Environment has circulated their draft policy thoughts
- Business had discussed issues from the survey but no put anything in writing.
 - ✓ Stressed the importance of protecting the industrial estate
 - ✓ Survey demonstrated (contrary to popular opinion) that the industrial estate employs many local people
 - ✓ **EU** to ask Simon Purfield (SDC) when we can expect the full report from the Business Survey
- **ACTIONS**
 - ✓ **All** sub-groups to meet and prepare draft policies (following the agreed template) to be sent to **EU** by **20.03.15** for circulation to all members.
 - ✓ **JH** will prepare an introduction to the Draft Policy document
 - ✓ **NP** to review the contents and write them up so that they are both uniform and conform to the required standard

6. NEXT STEPS FOR DEVELOPMENT DRAFT PLAN

- **EU** to send the Topline results of both the Household and Business Surveys to Grant Lucas for branding. Once branded these will be posted on the Parish Council’s website <http://www.bidfordonavon-pc.gov.uk/neighbourhoodplan.htm> as well as being available at the Parish Council Office at Bramley Way.

- **JH/EU** to draft wording for new posters/banners to send to Grant Lucas for design. Agreed basis of wording:
 - ✓ Thank your for the great response
 - ✓ Replies available online and at Parish Council Office
 - ✓ Draft Policy coming soon – Wath this space
- **GW** – to arrange the banners
- **Volunteers** – to distribute posters to shops etc.
- **JH** – to write article for the BIG Paper – coming out in April (distribution last weekend of March) and the Press
- **EU** – to include mention in the Parish Council’s Newsletter in The connection magazine
- **ALL SUB-GROUPS TO MEET AND PREPARE DRAFT POLICIES BY 20TH MARCH – SEND TO EU FOR CIRCULATION**

If any Sub Group experiences difficulties and is unable to meet the deadline, please contact **JH and/or EU** as it is **essential** these draft policies are ready by 20th March for discussion at the next meeting
- **NP** to review the draft policies to ensure:
 - ✓ They conform with the required standard
 - ✓ They also conform with the NPPF and the emerging Core Strategy
 - ✓ Wording is accessible and uniform throughout
 - ✓ Draft policies are water-tight with no wriggle room
- Sub Group Draft Policies to be considered/discussed at the next meeting prior to going out for the 6 week Public Consultation.
- **Public Consultation**
 - ✓ To be well publicised
 - ✓ Make use of library, PC Meeting Room, shops and Warner’s Budgens

7. DATE OF NEXT MEETING

- **Wednesday 25th March 2015 - 7.15 – 8.30 pm at the Parish Council Meeting Room, Bramley Way**

Meeting closed at approx. 8.00 pm