

Notes from NDP meeting – Tuesday 6 September 2016

Present: Ann Gibbons, Nick Crocker, Jamie Hassall, Lance Feather and Trevor Roff
Apologies: David Baker and Paul Caves

1. **Issues and Options Consultation** - It was reported that the Parish Council had approved the updated questionnaire and Issues and Options Documents at its meeting on 5 September 2016. These would now be circulated to the residents with a return date of 14 October 2016. It was agreed to include a covering letter indicating how important it is for as many residents as possible to return. There would be an offer of advice at a "drop in" evening hosted by Samantha Boyd, the independent Planning Adviser and if necessary Trevor Roff, the independent consultant; this would only be organised - if requested. Survey documents will be personally delivered by members of the Steering Group and a reminder would be sent out two weeks prior to the deadline date.

The various changes to the issues/options consultation documentation has necessitated the review and update of the full issues/options report to ensure consistency. The updated version will need to be made available on the web-site at the commencement of the consultation process. Feedback from the consultation will increase local knowledge and "evidence" and indicate which of the initial ideas have attracted support to be taken forward. This will enable detailed policies, proposals and allocations to be developed and included in a Draft Neighbourhood Plan which will be the subject of a further round of public consultation.

2. **Project Plan** - Trevor had drawn up and circulated an updated project plan reflecting the commencement of the issues/options consultation during September 2016, following approval of the survey documentation by the Parish Council last night. It was envisaged that work-streams relating to policy and plan drafting and the preparation of the associated statements (basic conditions statement and consultation statement) would be well advanced by the November deadline. In this regard, Trevor will check with Samantha Boyd as to her progress with the planning related aspects of the neighbourhood planning process.
3. **Consultation Feedback** - The timely collation of responses to the issues/options consultation was important and this would result in a feedback exhibition in November 2016. It was envisaged that draft planning policies would also be available at this stage. Ann would ask if the Parish Clerk could typed up the comments section of the returned Representation Forms.
4. **Date of Next Meeting** - There would be no need to meet formally until after the final deadline date of 14 October 2016.