

26<sup>th</sup> February 2018

Minutes of the Meeting of the Neighbourhood Plan Committee  
Held on **26<sup>th</sup> February 2018** at 10.00am  
At Stantonbury Parish Office, 126 Kingsfold, Bradville

	<b>15-minute session for members of the public to speak</b>	<b>Action</b>
95/17	<p><b>Present:</b> Cllr G Davison - Chair (GAD) Cllr S Kennedy (SK) Cllr P Kirkham (PK) Cllr D Wright (DW)</p> <p>Lisa Emmanuel (LE) Project Manager Sue Tozer (ST) Administration Officer – Minute Taker Helen Sharp (HS) – Office Manager</p>	
96/17	<p><b>Apologies for absence:</b> Cllr L Morgan Cllr G Parker</p> <p><b>Accepted 4 votes for</b></p>	
97/17	<p><b>Declarations of interest:</b> None</p>	
98/17	<p><b>Chairman's Remarks:</b> None</p>	
99/17	<p><b>Minutes:</b> The Minutes of the Neighbourhood Plan Committee Meeting held on: <b>29<sup>th</sup> January 2018</b> were approved and signed.</p>	
100/17	<p><b>Review of Plan Production</b></p> <ul style="list-style-type: none"> <li>• LE confirmed that improved maps have been incorporated into V14 of the draft Plan and this latest version has been sent out to the Steering Group. It has also been uploaded onto the SPC website. A Large mounted map of the whole of the Parish will be available for the consultation events.</li> <li>• The photographs in the draft Plan were discussed, particularly with regard to the derelict garages in Ormond. It was agreed that these need to show the whole block rather than just two or three garages. GAD asked if we could use a drone to take a picture of the block. ST advised that she would take this forward.</li> <li>• LE suggested V14 should now be sent to the statutory consultees.</li> <li>• It was agreed that Stantonbury Fields wording would be removed</li> </ul>	<p><b>ST</b></p> <p><b>LE</b></p>

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	<p>from the front cover of the Plan</p> <p>Next Steps</p> <ul style="list-style-type: none"> <li>• Basic Conditions Statement – LE advised that this would need to be completed by mid-April at the latest – SK to progress.</li> <li>• The completed Consultation Statement also to be completed by mid-April. Both documents will be required for the Independent Health Check by an Inspector due to commence beginning of May. LE advised that she has started to work on the Consultation Statement.</li> <li>• LE to check with HB-D any pending holidays she may have booked and to confirm time frame and capacity with her.</li> <li>• LE advised that Diane Webber has contacted the statutory consultees regarding the Environmental Sustainability screening report, this is a legal requirement.</li> </ul>	<p>SK</p> <p>LE</p>
101/17	<p><b>Draft Plan Consultation</b></p> <ul style="list-style-type: none"> <li>• It was agreed that 20 copies of V14 draft Plan be made available at the events. ST to copy.</li> <li>• SPC bags be made up for the events and to include all SPC promotional activities e.g. Easter football, away days etc.</li> <li>• LE advised that no contentious responses have been received from the draft Plan Consultation to date. LE informed that all responses need to be responded to and compiled in one document, which is ongoing. At the end of the consultation, the Committee will agree any amendments arising from any comment, which will be documented and published at that point. During the consultation phase an auto response email gets sent to anyone who emails. Thanking them and informing them of the process. This will form part of the evidence for the Examiner. LE/SHT will monitor these responses and save on the shared drive. LE to share with ST.</li> <li>• Posters advertising the Consultation Event will be located at each of the venues prior to the event. Size to be as large as allowed by the venues. ST/HS to liaise with LE.</li> <li>• Badges – Cllrs should have official badges for the events. ST to ensure that SG members have name badges and their role too.</li> <li>• LE to circulate to Cllrs., and SG members a guideline Briefing Sheet for the events.</li> <li>• Feedback forms – LE to circulate to Cllrs. There will be 2 types of this form, one being a more detailed feedback.</li> <li>• ST to check with MKC if we are able to have copies of the “register to vote” forms to encourage people to register if they have not done so already.</li> <li>• The main part of the display will consist of the individual policy text and associated map in A3 along with the Visions and Objectives.</li> <li>• Examples of density of dwellings per hectare, as supplied by MKC, to be available at the events if queries arise relating to density. LE</li> </ul>	<p>ST</p> <p>ST</p> <p>LE/SHT</p> <p>ST/HS/LE</p> <p>ST</p> <p>LE</p> <p>LE</p> <p>ST</p> <p>LE</p>

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	<p>to add into brief.</p> <ul style="list-style-type: none"> <li>• ST to establish access and closure procedure at all venue buildings.</li> <li>• HS to liaise with LS to arrange the dropping off/picking up of the display equipment.</li> <li>• LE to book presentation dates with Hanover House and Heron Lodge - ST to establish which days would be suitable for them.</li> <li>• Copies of the draft NP V14 to be taken over to Heron House to replace current copies.</li> </ul>	<p><b>ST</b></p> <p><b>HS</b></p> <p><b>ST</b></p>
102/17	<p><b>Finance</b></p> <p>LE reported no further change in the financial situation. HM/ST are compiling an expenditure spreadsheet for the grant closure report and that HB-D's invoice up to end of March will need to be included in this.</p>	<b>HM/ST</b>
103/17	<p><b>Timeline</b></p> <p>Currently on track to the end of the Consultation Event period.</p>	
104/17	<p><b>Date of next meeting - Monday 9<sup>th</sup> April 2018 at 10.00am</b></p>	

**Meeting closed at 11.05am** To confirm that the next meeting of the Neighbourhood Plan Committee of Stantonbury Parish Council will be held on **Monday 9<sup>th</sup> April 2018** at the Parish Office, 126 Kingsfold, Bradville

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