

8<sup>th</sup> January 2018

Minutes of the Meeting of the Neighbourhood Plan Committee  
Held on **Monday 8<sup>th</sup> January 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>
73/17	<b>Present:</b> Cllr G Davison - Chair (GAD) Cllr S Kennedy (SK) Cllr P Kirkham (PK) Cllr L Morgan (LM)  Lisa Emmanuel (LE) Project Manager Sue Tozer (ST) Administration Officer – Minute Taker	
74/17	<b>Apologies for absence:</b> Cllr D Outram Cllr G Parker	
75/17	<b>Declarations of interest:</b> None	
76/17	<b>Chairman's Remarks:</b> None	
77/17	<b>Minutes:</b> To approve and sign the Minutes of the Neighbourhood Plan Committee Meeting held on: <b>Monday 4<sup>th</sup> December 2018</b> These were approved.	
78/17	<b>Review of Plan Production</b> <ul style="list-style-type: none"> <li><b>Policies – Action Plan</b> – it was agreed that a major revision of the Action Plan be undertaken. GAD/SK to meet on Wednesday 10<sup>th</sup> January at 10.00am to discuss. It will then be re-circulated to Cllrs. LE to highlight areas of concern in current document. ST to forward to LE.</li> </ul>	<b>GAD/SK</b>  <b>LE/ST</b>

Signed ..... Date .....

	<ul style="list-style-type: none"> <li>• <b>Draft document</b> - LE has been liaising with Helen Borrowman-Davison regarding the draft Plan including the supporting text and will be meeting with her this week to discuss further amendments.</li> <li>• LE advised that there are currently 3 policies to write and is currently awaiting further feedback from the Campus, and to attend a meeting with Sainsbury's on 17<sup>th</sup> January 2018.</li> <li>• LE shared the initial layout of the document with the meeting and will forward to Cllrs for their comments in relation to the supporting text.</li> <li>• LE still to incorporate the pledges against the policies, however this cannot be completed until the Action Plan is finalised. Photos – LE will provide LM/PK with a more specific list of photos that are required for the document. This will require LM/PK to take further photos of the Parish. It was agreed that a copy in large print and an electronic version of the document would be available upon request and that a statement to this effect will be included in the document.</li> <li>• LE is still reviewing the Plan against Dianne Webber's comments.</li> <li>• LE advised of a good response from the Senior Archaeological Officer regarding Bancroft Villa, who has requested to look at the whole plan and will comment on the whole Plan at that time.</li> </ul>	<p>LE</p> <p>LE</p> <p>LE LE</p> <p>LE/Cllrs</p> <p>LE/LM/PK</p>
79/17	<p><b>Meeting with Stakeholders Update</b></p> <p>Currently there are only 2 stakeholders who have not responded to numerous requests for a meeting: Oakridge Medical Centre and Purbeck Medical Centre.</p> <p>LE advised that a list of the contacts who were approached for meetings will be included in the evidence part of the plan.</p>	
80/17	<p><b>Draft Plan Consultation</b></p> <p>Update on venues and confirmed dates.</p> <ul style="list-style-type: none"> <li>• ST tabled a list of venues and dates that were previously agreed by the Committee. ST to forward to Cllrs the list in order for them to confirm the dates they are able to attend the Consultation Drop-in Events.</li> <li>• LM still to receive a response from Oakridge Medical Centre to use as a possible venue.</li> <li>• LE/ST to draft a leaflet to be sent out to all residents. LE advised that this leaflet must be sent by end of January to ensure that the full Consultation period is promoted. A leaflet-drop company to be used for the distribution.</li> <li>• SK/ST to liaise on refreshments for the events.</li> </ul>	<p>ST</p> <p>LM</p> <p>LE/ST</p> <p>SK/ST</p>

Signed ..... Date .....

81/17	<b>Finance</b> LE confirmed that we are awaiting payment from the Community Rights Programme for £4,035 and advised that there was still £2,449 left as a potential grant. GAD confirmed that there are still adequate funds within the budget.	
82/17	<b>Timeline</b> The current timeline in on track.	
83/17	<b>NP Steering Group Meeting</b> – it was agreed to postpone this meeting from 23 <sup>rd</sup> January to Tuesday 6 <sup>th</sup> February at 7.00pm – ST to advise Steering Group.  <b>Date of next meeting NP Committee Meeting - Monday 29<sup>th</sup> January 2018 at 10.00am</b>	<b>ST</b>

Meeting closed at 11.55am

To confirm that the next meeting of the Neighbourhood Plan Committee of Stantonbury Parish Council will be held on **Monday 29<sup>th</sup> January 2018** at the Parish Office, 126 Kingsfold, Bradville

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Signed ..... Date .....