

## GREAT EASTON NEIGHBOURHOOD PLAN STEERING GROUP

### **RECORD OF MEETING HELD ON 22<sup>nd</sup> JUNE 2015 AT 7.30 AT THE V HALL**

- 1. PRESENT.** 12 members attended. Mr Charles Micklewright, Mr Nathan Day and Mrs Julia Weaver also attended.
- 2. APOLOGIES.** S Upton, N McKay and R Barribal.
- 3. WELCOME.** The Chairman welcomed all members and visitors to the meeting.
- 4. DECLARATION OF INTERESTS.** The Chairman said that a Declaration of Interests in respect of published agenda items would be a standard agenda item for all future meetings. None were declared for this meeting.
- 5. RECORD OF MEETING OF 11 May 15.** The meeting record was agreed.
- 6. MATTERS ARISING.** There were no other matters arising outside the agenda.
- 7. QUESTIONNAIRE UPDATE.** DG said that approximately 160 questionnaires had been returned and MRH had received 8 direct in respect of Social Housing, which overall was a good response. MRH would provide an initial report for the July meeting but the full analysis would be received later, together with the completed questionnaires.  
MY stated his concern that the NP Steering Group should be able to review the analysis process in order to fulfil its own mandatory responsibility. This was noted and agreed, though how this would be handled would be decided later.
- 8. DATA PROTECTION.** The Chairman said that we had very recently received a helpful document from HDC concerning Data Protection, in particular the handling of questionnaire information. This new information will be reviewed and incorporated into the draft TOR and Governance document, including possible registration with ICO. **Action: DG/AM**
- 9. NP CONFERENCE – 20 JUNE.** BM gave a full report on behalf of the 3 who attended the conference. A copy of the report is in the Dropbox. Key points made and agreed included:
  - the need for continued close liaison with HDC throughout the NP process
  - the importance of preparing a flow chart/time lines/target dates, against which progress can be monitored, to ensure the NP process remains within the 18 month/2 year time scale. GK agreed to prepare an initial framework for further development. **Action: GK**
  - making early contact with Stakeholders, in particular landowners and developers.
  - appointing Assistant Theme Group Leaders to share the very considerable responsibilities..
- 10. THE ENVIRONMENT GROUP.** EY reported on the initial meeting of the 15<sup>th</sup> June, with a further meeting scheduled for the 29<sup>th</sup> June. 14 had attended. John Martin had provided a wealth of information, which was now in the Dropbox. EY had circulated a minute of the meeting to all, which was agreed as helpful. The next meeting would focus on preparing a map of the already identified important sites and superimposing additional information and data from the considerable local knowledge from within the group. AM agreed to produce a number of enlarged maps to assist the process. **Action: AM**  
It was agreed that “Heritage” would sit more logically within the Environmental Group than with Housing.
- 11. NP TERMS OF REFERENCE AND GOVERNANCE.** AM said a draft paper had been circulated to all detailing the procedures and governance to be followed throughout the NP process, noting that this was important for the formal adoption of the final report. Some recommendations had already been adopted and, following further comments, including the recent data protection requirements, a further draft will be prepared. **Action: DG**  
GK commended the NP Group for the work in preparing the document .  
The need for a Vice Chairman had been identified and Phil Long accepted the nomination.
- 12. FINANCIAL REPORT.** A financial report covering the period from the beginning of the NP to the 22 June had been circulated, showing a balance of £8,110 once VAT had been reclaimed. Further reports will be produced every 3 months

**13. HOUSING.** ID said that it would be important for the initial discussion if HDC was able to brief the NP on the current Housing Strategy and Planning information, to provide a mutually understood baseline from which the detailed work could then be undertaken. It was agreed to invite Matt Bills, and representatives from HDC Housing Strategy and Planning to the next meeting, together with MRH and the new D Cllr – Mike Rickman. **Action: DG**

**14. TRANSPORT AND EMPLOYMENT.** AM noted a Leader remains to be identified. Charles Micklewright kindly volunteered. AM thanked him for his kind offer and said he would consider and take advice. **Action: AM**

**15. COMMUNITY FACILITIES.** BM and LW reported that their contact with the younger 14- 20 age group was continuing. Bringhurst School Deputy Head has promised an early response to the School Questionnaire and had invited BM and LW to speak to a class currently studying Great Easton. DG agreed to provide a list of local groups and their contacts to BM. **Action: DG.** BM said he would like to seek the views of the Parish Council and it was agreed this would be an agenda item at the next meeting of the PC on the 6<sup>th</sup> July. **Action: PL/DG**

**16. COMMUNICATION.** LW said that the Facebook page is receiving an increasing number of “hits” and reminded all of the need to provide her with current information of all meetings and general interest for her to be able to continually update both the PC website and Facebook.

**17. AOB.** The following points were raised:

- **Progress.** GK assured the NP Group that we are well on track compared to similar groups he is currently working with.

- **Final Report.** GK said he would provide outline templates of final reports to enable the members to develop a view on the type and layout of the final document. **Action: GK**

- **Value of the NP.** BH asked about the weight of the final NP when planning decisions and appeals are made at District Council level or higher. GK confirmed that Government policy remains to give very considerable weight to NPs when they have been properly evidenced and adopted by local Councils – hence the need to continue to work closely with HDC.

**18. MEETING DATES** – Meeting dates of the full NP Steering Group were confirmed as: 27 July, 14 Sep, 12 Oct, 9 Nov and 14 Dec, all at 7.30 in the V Hall