

Loxley Neighbourhood Plan Steering Group

Minutes of the meeting held on Tuesday 11th October 2016

1. Attendance and Apologies

- I. In attendance: Annie Ashworth, David Brazendale, Ian Davidson, Glynn Jones, Peter Morris, Ken Osborne, Justin Whitehorn, Sarah Boyle, Jonathan Baker (chair and minutes)
- II. Apologies: Peter Coote, Jane Sloan, Julie Fewins

2. Declarations of interest

None

3. Approval of minutes of the meeting on the 6th September 2016 and matters arising not included elsewhere on the agenda

The minutes were approved as correct. There were no matters arising.

4. Update from the Policy Group followed by discussion of the revised draft of the policies

- I. The Policy Group has distributed a further, revised version of the policies. Comments included:
 - addition of words *subject to sufficient demand and viability* to C1.3;
 - agreed that policies not directly linked to new development (eg. field footpaths) should be included because of importance to parish;
 - agreed that the NDP should incorporate and supersede the Loxley Village Design Statement;
 - agreed that once the policies were at a pre-submission draft stage the services of a consultant will be required to check the language used etc.
- II. Agreed that prior to sharing the policies with the community during the consultation process in December they would need a further rewrite and editing to give them a uniformity of style.
- III. JB to forward the current version to Matthew Neal prior to the meeting with him on the 18th October.

5. Update from Site Allocation Group

- I. Copies of the site plan, site appraisal spreadsheet, and site appraisal sheet were distributed to the meeting.
- II. The Site Allocation Group had now met with Karen Watkins from County Highways who had been out to see the proposed sites. A written report will be submitted. Her verbal comments on the proposed sites included:
 - Site B would meet approval but with only one access from the main road. The lack of a footpath to the village was an issue.
 - Sites J and I were both acceptable
 - Site O would be acceptable but, again, only with one access
 - Area in blue already had approval for one dwelling
 - Area in Green unlikely to be acceptable owing to restricted access and backfill, although an exceptional case for affordable homes could be made.

- Area in Brown is not included because the landowner is opposed to any development. Also, because access would be on the brow of a hill.

III. Agreed that these will be the sites proposed at the public consultation in December.

6. Agenda proposals for the meeting with Matthew Neal on 18th October 2016

- I. Glynn, Ian and Jonathan to attend the meeting with Matthew Neal.
- II. Agenda to include: comments on policies, comments on the proposed sites and the process for selecting them, review of the Group's methodology and processes so far including stakeholder consultations.

7. Plans for the public consultation event on 5th December 2016

- I. Agreed that the consultation event will be in three parts: an information flyer to be distributed throughout the Parish; a formal meeting to explain the policies and the site allocation process; a drop-in session for residents to see the site plans and policies and to leave comments.
- II. Annie agreed to organise the production of an information flyer containing: information about the formal meeting on the 5th December, a summary of the policies, a summary of the criteria used to identify the proposed sites. The distribution deadline will be early November.
- III. Annie also volunteered to send out an email reminder of the meeting in the week before the 5th December.
- IV. The public meeting will be on 5th December at the Fox if available. The drop-in session will be at the school on Saturday 10th December. All times to be confirmed.

8. Finance

- I. Items for the bid for the next round of funding:
 - Printing costs £1,200 (as unanimously agreed by the meeting, this sum includes incurred printing costs not covered by previous grant)
 - Consultation fee for Karen Watkins, Highways Department £200
 - Room hire fees £100
 - Sundries (eg. stationery, photocopying, etc) £150
- II. Establishing a protocol for the future approval of funding - owing to the informal nature of the Group it has no legal status and therefore needs to observe the financial regulations of the Parish Council which holds the funds allocated for the completion of the NDP project.

8. Items for forwarding to Peter C re: Project Plan

- I. The additional drop-in session on the 10th December.

9. Publicity

- I. See items 7.II and 7.III above.

10. Date, time, venue and chair of the next meeting

Tuesday 9th November at 7.00 pm at the school. Ian to chair.

11. Any other business

None. The meeting closed at 8.30 pm