

# Loxley NDP Meeting 16

## November 2016 - Outcomes

### 1. Attendees:

Ian Davidson - Chairman and minutes  
Glynn Jones  
Ken Osborne  
Julie Fewins  
Justin Whitehorn  
Jonathan Baker  
Matthew Watson  
Annie Ashworth

### 2. Apologies:

David Brazendale  
Peter Coote  
Jane Sloan  
Peter Morris  
Sarah Boyle

### 3. Declaration of Interest

None

### 4. Minutes of previous meeting - approved

### 5. Matters arising:

ID gave a brief update of the meeting held with Matthew Neal and his colleague, Fiona Blundell. They provided us with some useful reference documents and are in the process of reviewing our first draft policies (since received). They also gave us guidance as to best practice for plan preparation

### 6. Change of date for next public meeting

The meeting was updated on the decision to postpone the previously planned meeting, scheduled for 5th December. The reason behind the decision, made by ID, JB, GJ and PM, was to ensure that there was sufficient time for preparation.

It was agreed that the meeting would be held on Monday 30th January with a drop in day scheduled for the following Saturday, 4th February.

KO to book the pub for the meeting on the 30th January.

### 7. Update from Policies sub-committee

JB advised that there is nothing further to report at this time. There is a planned meeting of the sub committee and it was agreed that they would be bringing their proposals to the next meeting.

There was a discussion regarding the importance of ensuring that we have evidence to support all conclusions and statements in the report. Matthew Neal had stressed that this is vital to the success of any application.

### 8. Update from Site Allocations sub-committee

JW advised that there is nothing further to report at this time. ID said that there is a useful document available on the web on "How to assess a site". It was agreed that this would be

circulated and the sub-committee would review the current work against the document. They subcommittee will present its report to the next meeting. Again evidence is vital.

9. Stakeholder Consultation

It was agreed that KO would update the already prepared list and discuss any additions required with Matthew Neal. KO to present his findings to the next meeting.

10. Establish sub-committee regarding appointment of a consultant

AA reported on discussions that she had had with a friend who is involved in the preparation of the Snitterfield NDP. It was agreed that we would need to employ a consultant help us with our submission and ID and AA would prepare a brief and select 3 or 4 potential candidates. AA and ID to present to next meeting.

11. Project Plan/Budget/Funding

There remains an outstanding issue as to exactly what the claim cycle is and the meeting asked that PC and PM confirm at the next meeting what the timing of the claim process actually is.

It was agreed that the first round of funding is to be concluded. The bill for room hire has been received and AA is to get an invoice from JS for the £120 that was originally budgeted. The balance due to JS would be paid for out of the monies allocated within the Parish Council budget. JS to be asked to submit an invoice for this also. PC is to work with the Parish Clerk to get this concluded ASAP.

AA has prepared an initial document regarding the next round of funding, up to end March 2017. This was discussed and modified and is to be used by PC in the submission of the next claim.

12. Publicity

Pre-Christmas Flyer advising of progress update and date of next meeting - AA  
Reminder Flyer - Mid January - AA  
Call for sites - at public meeting on web site after meeting

13. Next Meeting

Scheduled for the 13th December 2016 at 7pm in the school  
Jonathan Baker to Chair

14. AOB

None

KEY DATES	
December Meeting	13 December
Flyer circulation re notice of Public Meeting circulation	early December
Reminder flyer circulation	mid January
Public Meeting	30 January
Drop-in session	4 February