

## Loxley Neighbourhood Plan Steering Group

### **Minutes of the meeting on Tuesday 13th December 2016**

#### 1. Attendance and Apologies

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

#### 3. Declarations of interest

None.

#### 4. Approval of minutes of the meeting on the 16th November 2016

The minutes were approved as correct.

#### 5. Matters arising not included elsewhere on the agenda

There were no matters arising.

#### 6. Update from the Policy Group (JB)

- a. The 'smaller' policy group (PM, KO, DB, JB) has met since the last meeting to revise the policies with Matthew Neal's comments. JB to undertake a further draft with the amendments.
- b. The group have identified the need to engage a consultant to check the work completed so far and to advise on the evidence that will be required for the policies (eg. evidence for the village boundary).

#### 7. Update from Site Allocation Group (JW)

- a. JW has received the document 'Site Assessment for NDPs' and has been applying the guidance especially with regard to obtaining evidence for every part of the appraisal process (eg. landowners willingness to sell land, highways etc).
- b. Group needs to double-check sites rejected on physical grounds
- c. Group has identified sites for 11 housing units including one already with planning permission and 4 with applications for permission submitted. The remaining 6 units are on three different sites.
- d. Greenfield sites need to be identified (eg. recreation ground, village green etc)
- e. Overall the work of the group now needs confirming and formalising.
- f. There is also a need to undertake a 'call for sites'.

#### 8. Plans for the public consultation events:

##### i. Public meeting at The Fox on 30th January 2017

- a. KO confirmed he has booked The Fox.

- b. Publicity - agreed to a reminder flyer and email in January with an A - board and/or banner for placing outside the pub (AA)
- c. Agreed times: 7.00 - 9.00 pm
- d. Programme to consist of:
  - Introduction - background to where we are now (ID)
  - Explanation of the Policies (JB and Policy Group)
  - Explanation of the site allocation process and the chosen sites plus 'call for sites' (JW)
  - Next steps (JB)
  - Loxley ramblers (JF)
- e. Agreed not to use a projector and screen but to put summary of information including a map showing the sites on a handout (JW and JB to provide material for the handout to AA by 23rd January for printing. Note - will need extra copies for the drop-in session)
- f. Agreed that feedback will be collected verbally at the end of each section and recorded on a flip chart (PC, DB)
- g. Also agreed to produce a form for feedback with question asking whether people agree with the policies and the sites identified for development (JF)

ii. Public Drop-In at Loxley primary School on Saturday 4th February 2017

- a. Agreed times to be between 11.00 am to 3.00 pm.
- b. JB to book school
- c. AA to produce enlarged copies of handouts for displaying.
- d. Copies of the handouts and comments form to be available
- e. Rota as follows:
  - 10.30 am - 12.00 pm (AA, GJ)
  - 12.00 pm - 1.00 pm (JW, KO)
  - 1.00 pm - 2.00 pm (DB, JB)
  - 2.00 pm - 3.00 pm (JF, SB)
- f. PC, DB to collect in all the comments and feedback from both consultation events and to prepare a report for the following NDP Steering Group meeting (date to be confirmed).

9. Consultant Appointment - update from working group (ID, AA)

- a. Three proposals have been obtained ranging from £5,780 to £14,000.
- b. Agreed that ID and AA will draft a more specific brief for the work needed and obtain further information about likely costs. PC volunteered to assist.

10. Stakeholder Consultation - progress report (KO)

- a. KO has spoken to Matthew Neal who thinks it is too early for the SG to be considering this. Matthew Neal will provide a standard list of stakeholders at a more appropriate time.
- b. Agreed that it would be helpful to have the list sooner. AA and KO to refer to NDPs in other areas and to bring a list to the next meeting.

11. Project Plan:

- i Project progress update (PC)

a. Major open items are: finalising policies; confirming the sites for potential development; identifying the stakeholders; and, providing a brief for the consultants.

ii. Bid for further funding report (PC)

- a. Previous bid has been completed and signed off. JS has now received payment in full for printing costs. GJ to confirm invoice from school for £90 has been paid.
- b. Agreed to submit a bid for the period January to end of March for £1,000 (to include £700 for the consultancy fees).
- c. Agreed to defer deciding on the content of a bid for the period April to September 2017.

iii. Budget forecast update (AA, PC)

a. See above. Further update to be given at the next meeting.

12. Publicity

i. Public consultation events

See 8ib above.

ii. System for distributing flyers etc.

- a. Some of the rounds needed additional flyers (eg. Round 9 was 4 short; Round 5 was 1 short).
- b. SB volunteered her son, Matt, to deliver future flyers with the free paper.

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

Tuesday 17th January 2017 at 7.00 pm at the school. ID to chair.

14. Any other business

- a. GJ publicised the Community Cafe being held in The Fox on 20th December.
- b. GJ notified the group that the PC was still in need of a new Clerk to the Parish.

The meeting closed at 8.52 pm.