



ONWARDPLAN
MINUTES OF THE STEERING GROUP MEETING
HELD ON 22ND JUNE 2016
AT 7.30 THE PARISH ROOM

PRESENT:

Stephen Blandford (Chair), Alison Tizard, Jeremy Fellows (OPC representative), Helen Fleming,

APOLOGIES:

Richard Cooper, Guy Holmes-Henderson, Craig Worboys (OPC representative), Gill Warsop, David Ellis, James Harvey, Pam Verdon, Nicholas Frome, David Stewart, Jim Head, Philip James

1. Minutes, declarations of interest

The minutes of the meeting of 8th June were approved, subject to some agreed minor handwritten changes, to be applied before being uploaded to the website. There were no new declarations of interest.

2. Update from OPC

Nothing to report on any items related to the Neighbourhood Plan.

3. Remaining work on additional documentation to accompany the Plan

Prior to sending the Submission Plan onto Hart there were still some required changes to update the Consultation Statement (CS) with all recent activity. The Consultation Log would also be reviewed and updated. The associated documents to the CS included:

1. The Consultation Log
2. Consultation Evidence Files (CEF)
3. Pre-submission letter template
4. List of people and bodies contacted
5. Pre-submission responses
6. RCOH Regulation 14 summary report
7. SG Regulation 14 summary report

Following a suggestion from Katie Bailey at Hart it was agreed that a brief report on settlement boundary changes should be prepared for inclusion in the Locally Derived Evidence folder.

As well as changes in the settlement boundary arising from the selected sites, the development at Hatchwood would also be shown on the Submission Plan Policy map as it was currently omitted. The latest illustrations/layouts from rCOH were reviewed and approved subject to minor changes on the Local Gap policy schematics and the policy map.

Stephen would contact Katy at rCOH as a matter of urgency to seek to finalise all the illustrations layouts by the end of the week, ready to insert into plan document; with a target to provide an updated version of the plan document to OPC by the 26th June - ready for their final review.

6. MailChimp, Facebook and Twitter

The two week informal survey that was in progress would close on the evening of the 25th June, with an initial summary of results to be made available for the SG by Monday the 27th June.

A more detailed report following removal of test transactions, de-duplication and any post code to address corrections would follow a few days later; with a copy of this report provided to OPC.

An OnwardPlan MailChimp with a summary of the survey result would be sent out to the usual two NP mailing lists shortly thereafter.

7. A.O.B.

Helen would contact Hart to get an updated copy of the tracking spreadsheet that showed planning applications that had been granted by Hart since the start of the new Local Plan period. This needs to be kept up to date as supporting evidence likely to be required by the examiner of the NP.

Stephen had been in contact with Katie Bailey at Hart to start planning the activities that would follow plan submission to Hart. Two potential examiners had been identified and their availability was being checked by Katie.

A list of public locations (with times when they were open) where a hard copy of the Submission Plan would be available is required by Hart and would be confirmed at the next SG meeting.

Next meeting: Tuesday, 5th July 2016