

**Minutes of a Steering Committee for the  
Neighbourhood Plan Review  
Thursday 14 February 2019  
at 6:00 p.m.**



Attending: Cllrs W Mack, D Thomas, G Vernon, Mrs J Fox, Clerk Mrs Y Scriven Apologies: Cllr L Stockford, K Grigg and Mrs D Dolley,

Action By

- 1 Grant Applications – YS reported that applications for the current financial year had now closed and new applications would be for the financial year April 2019-March 2020. A claim for anticipated expenditure during that financial year should be submitted and upon completion invoices would need to be provided. If all the work had not been completed by March 2020, the balance of up to £9,000 would be carried over to the next financial year, when a new application would need to be made. There is an opportunity for an additional £8,000 for technical help, using recommended consultants which can be applied for separately.  
  
It was now necessary to get detailed costs for work to be carried out during the next financial year so that an application to Locality could be made.
- 2 Review of Churchill and Blakedown NP – Most had read this and agreed it did not differ much from our own except for a policy on retaining retail premises in the village. A study of other NPs should be continued and in particular any revisions to NPs.
- 3 Programme of Work – Needed updating. DT would prepare a revised programme. DT  
  
The first section of the programme included conducting a Housing Needs Survey and a draft specification. YS had already requested a quotation from WFDC for the HNS.
4. Update of Evidence Base – Deferred.
5. Helen Smith from WFDC Forward Planning team would assist us with the NP. YS was asked to arrange a meeting.
- 6 A meeting had been arranged with Kirkwells. Date would have to be changed. YS to draw up a list of topics we would like Kirkwells to cover. YS
- 6 Previous planning applications – A list had been obtained and was being reviewed and circulated for any additions. YS/ALL

- 7      An analysis of turnover of properties should be obtained.      YS/DD
- 8      Date of next meeting – to be arranged once a new date for meeting with Kirkwells had been arranged.