

**Neighbourhood Plan Steering Group
Minutes of Meeting
Held on Tuesday 9 March 2021
At 4:00 pm**



Attending: Cllr D Thomas (Chairman), W Mack, G Hogan, Mrs D Dolley, Mrs Y Scriven
The Chairman welcomed Cllr G Hogan to the Steering Group.

Background- The Chairman stated that until the District Council Local Plan was adopted we would not be able to establish the definitive timetable for completing our NP. We are however aiming to complete a draft NP by the end of March and then call a Special Parish Council meeting to go through the draft with Councillors. The AECOM v2 draft Design Codes had been received but there were still some errors which would need to be corrected and the section of Views would need rewriting before sending copies to Councillors. It was also noted that our contact at the District Council, Helen Checketts, had not been involved in any discussions about the AECOM draft or the draft NP due to her work on the Local Plan. We need to get her involved again, as soon as she is available. We also still need clarification from the District Council about the area for the former Garden Centre at Harvington which was classified as brownfield.

1. **Made Policies** – A schedule of responses to and from Kirkwells on potential and Made Policies for inclusion in the revised NP had been circulated. Most of the queries had been resolved and wording for new Policies inserted into the draft report.
2. **Local Green Spaces** – The Working Group had finalised their work on Local Green Spaces and the description sheets would be completed in the next couple of days. YS was asked to put the 8 description sheets into one file to aid circulation to Councillors.

Views – The map prepared by AECOM was incorrect and should not be used. DT would prepare a revised map of views, which would include the new ones recommended by the Working Group. Photographs had been requested for these views to be included with the map, together with an Introduction Sheet which would be prepared by DD.

Important Spaces from the 2014 NP – The boundaries that fell outside the original map had been re-drawn on a larger map and in some cases extended slightly to follow a natural hedgerow of boundary. This would be sent to Kirkwells to include in the draft NP.

Revisions to the Conservation Area in Harvington- A Justification sheet had been prepared and a new map drawn with proposed revisions to the Conservation Area. These had already been sent to Kirkwells for inclusion in the draft report.

3. **AECOM Design Codes** – There were still some errors in the report and YS would circulate a list together with comments from DD for review. When complete, these would be sent to AECOM together with the Local Green Spaces and Views with a request for a further draft ASAP.
Some concern was expressed about photographs at the side of the Design Layouts for the 3 selected sites as to whether they reflected rural affordable housing types.
4. **Distribution of Reports** – As soon as the next revision of the AECOM Design Codes had been received this would be sent to Councillors. Likewise, as soon a complete and agreed

draft NP had been prepared, this would be sent to Councillors. The date for the Special Parish Council meeting could then be set.

5. **Consultation** – It was anticipated that the Consultation period would commence end April, with a 6 weeks Statutory consultation period (subject to completion of the District Local Plan). The consultation would be undertaken online using our website with an introductory letter posted to residents. This consultation would include businesses and landowners affected by Local Green Space allocations. Guidelines for consultation with businesses which might be affected by Covid restrictions would need to be investigated. Dates and arrangements for the Referendum would need to be discussed with the District Council and also procedures for external examination. It was suggested that we contact other Parishes preparing NPs in the District to understand what arrangements and timescales they were using for consultations etc. YS would arrange a meeting with Helen Checketts.
6. **Finance** – YS said that expenditure did not match budget but a schedule of costs by 31 March would be prepared and explanations made to Locality for the changes, to include problems with COVID. A new grant would be needed to for the financial year 2021/22 to complete the NP.