

Minutes of the Neighbourhood Plan Steering Group Meeting Held At Sandyacres, Monday 26th October 2015 at 1900hrs

Present

Ray Burrough, Chairman
Carol Bunker
Erica Lasparini
Jane Hall
Bryan Hall
Bob Morgan

In attendance

Jason Matthews
Jenny Lampert, Consultant

1. The minutes of the previous Steering Group meeting on 12/10/2015 were approved.
2. It was agreed that the appointment of the Steering Group Chairman would be adjourned to the next meeting.
3. **JL** provided an overview of what will be required in terms of the evidence gathering for the eight identified topics, and advised on how this should be undertaken by the Steering Group members and the objective to eventually lead the Group to the final draft and deliverance of the survey questionnaire.
4. **JL** then advised that members should take ownership of each individual topic which would also allow a balanced distribution of the work amongst those members involved with the project at this stage, this would be a necessity throughout the process of the evidence gathering for each of these topics which relate in some form to the Neighbourhood Plan.
5. **CB** raised a point that the group were initially experiencing difficulties in recruiting enough people to take up each topic for address. **RB** went on to comment that contact had already been made after **JM** had approached two potential volunteers including a Traffic & Highways Consultant who both seemed very keen to contribute by joining the Steering Group.
6. **JL** noted the importance of the evidence gathered for defining objectives, and in turn this will assist the steering group members when writing this information up for each of the named topics within the Neighbourhood Plan.
7. **JL** advised that a fairly high percentage of the evidence gathered will form the background of the parish.
8. **JL** advised that the examiner / Inspectorate will not necessarily review all the background information submitted, but in any event there would always be a paper trail within this process that would lead to this information should it be required.
9. **JL** confirmed that she would write a policy review report.

10. **JL** advised that the Steering Group should revisit the draft Vision Statement once all of the evidence had been gathered from each related topic.
11. **JL** advised that the evidence gathered would need to be based on factual description without looking at the results of issues from each topic or feedback from consultation, and being descriptive wherever possible. An inventory of the parish.
12. **JL** advised that the Steering Group should complete its objectives as soon as possible to inform the survey questionnaire and to prevent residents from losing interest in the Neighbourhood Plan at this stage of the process.
13. **EL** asked **JL** what she thought would be a realistic timetable for the completion of the current schedule of works. **JL** advised the Steering Group that if possible the survey questionnaire should be completed and disseminated by the end of January 2016 and that by the end of February 2016 we should be in receipt of our consultation results. **JL** continued to advise that once we have this information the consultation results can then be fed back into Local Authority consultation on the Local Plan.
14. **JM** commented that it was more than likely that Ashford Borough Council would release its draft Local Plan in March / April and we were keen to understand what effect and how this would tie in with the work that was currently being undertaken in terms of the evidence gathering for the Neighbourhood Plan and the survey questionnaire. **JL** commented that the Parish Council alongside the Steering Group should aim to ensure that Ashford Borough Council is in receipt of all the information following consultation results (ideally before March / April) irrespective of whether evidence and results were in conflict with draft Local Plan at the point of release.
15. **RB** commented that the Steering Group members had not seen the meeting minutes of the recent meeting with Simon Cole, of Ashford Borough Council's Planning and Development team which was attended by JL and previous Chairman. **JL** said that she would forward the minutes.
16. **JL** advised that she would forward an invoice to the Parish Clerk for the works undertaken on the project so far to date. **JL** also advised that she would be pleased to quote for other work within the NP which may fall outside of the existing scope of works.
17. **JM** made a proposal that the supply of a laptop computer for use by the members of the Steering Group could be added as an Agenda Item for consideration at the next Parish Council meeting on the 9th November. **EL** to contact **JM** to confirm whether the Group wish this to be added to the next Parish Council meeting Agenda.
18. **BM** advised that the cloud could also be used as back up for the storage of information gathered on the Neighbourhood Plan. **EL** confirmed that cloud storage had been set up to store documents and to facilitate collaborative working.

The meeting closed just after 2130hrs.