



**17<sup>TH</sup> MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP  
MONDAY 7<sup>TH</sup> DECEMBER 2015, 7.00PM  
OLD FORGE HOUSE, BOUGHTON LEES**

**Attendees:-**

Carol Bunker **(CB)**  
 Erica Lasparini **(EL)** - Chair  
 Bryan Hall **(BH)**  
 Jane Hall **(JH)**  
 Fiona Miller **(FM)** – Minutes  
 Ray Burrough **(RB)**  
 Bob Morgan **(BM)**  
 Anna Kirke **(AK)**

| #         | Detail/Actions   | Action Owner |
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| <b>1</b>  | <b>Apologies for absence</b>   |              |
|           | No apologies for absence were received<br>The group welcomed Anna Kirke to the meeting   |              |
| <b>2.</b> | <b>Minutes of meeting of 16th November and matters arising</b>   |              |
|           | The minutes of the meeting of 16th November were approved.<br><br>EL informed the Group that Winston Michael had declined the role of strategic advisor to the Group.<br><br>EL noted that she had collated a summary of the results from the residents' consultation. This summary has been circulated and is available on the website for residents and interested parties to view |              |
| <b>3.</b> | <b>Chair's report</b>  |              |
|           | EL updated the Group that she will be meeting with ABC on 15 <sup>th</sup> December. This was initially intended to be an introductory meeting but that RB, Jason Matthews and the Parish Clerk may also attend.   |              |

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|           | <p>EL noted that the Wye NP public consultation meeting was taking place on 8<sup>th</sup> December and that EL and CB will be attending and will report back to the Group.</p> <p><b>Action – EL/CB to feedback to the group on the Wye NP public examination</b></p> <p>EL noted that one of the 3 planning consultants the Parish Council had appointed to assist in the development of the NP had resigned. EL noted that we may need to look at alternatives in due course.</p>   | <b>EL/CB</b>  |
| <b>4.</b> | <b>Evidence Gathering – Progress Report</b>  |   |
|           | <p>Members of the Group provided detailed updates on their investigations into the topics as follows:-</p> <ul style="list-style-type: none"> <li>• Housing and future development – CB</li> <li>• Environment – JH</li> <li>• Heritage – RB</li> <li>• Business and employment – BH/BM</li> <li>• Connectivity - EL</li> </ul> <p>The following points/actions were noted:-</p> <p><i>Housing and future development</i><br/> CB felt that consideration should be given to redoing the housing needs survey due to its low response rate. This could be done either as a separate questionnaire or be integrated into the overall questionnaire.</p> <p>A continued concern was the lack of a list of landowners in the parish.</p> <p><b>Action – EL to ask ABC if they can provide any further information on landowners in the parish</b></p> <p><i>Heritage</i><br/> <b>Action – EL to extract relevant maps from Magic Maps to assist RB in his investigations</b></p> <p><i>Overall</i><br/> EL noted that in our work we need to demonstrate how we are complying with published planning documents.</p> <p><b>Action - EL requested that all evidence gathering work be logged on the cloud.</b></p> | <p style="text-align: center;"><b>EL</b></p> <p style="text-align: center;"><b>EL</b></p> <p style="text-align: center;"><b>CB/JH/<br/>RB/BN/<br/>BM/EL</b></p> |

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| <b>5.</b>  | <b>Consultation</b>   |  |
| <b>5.1</b> | <p><b>Business event – 20<sup>th</sup> January 2016</b></p> <p>It was noted that the business event was provisionally booked for 20<sup>th</sup> January 5pm to 6.30pm at RIFT offices.</p> <p>It was agreed that the format of the meeting should be decided when we had an indication of likely attendees.</p> <p>It was agreed that landowners, but not developers should be invited to the business event.</p> <p><b>Action – EL to circulate a final version of the invite to the group. BH – to provide mailing list.</b></p>   | <b>EL/BH</b>   |
| <b>6.</b>  | <b>Next steps and timetable</b>   |  |
|            | <p>EL noted that two topics had not yet been researched.</p> <ul style="list-style-type: none"> <li>- Traffic and transport – EL will start work on this topic</li> <li>- Community services – CB had started work on this topic</li> </ul> <p>EL noted that the Parish Council was considering doing a further survey on traffic in the parish. She asked that all provide her with feedback on her work on traffic and transport.</p> <p>EL circulated a draft plan of tasks required to complete and analyse the results of our questionnaire by mid-April 2016. The Group agreed that the plan was reasonable.</p> <p>The key points noted were:-</p> <p><i>Evidence gathering for all eight topics – by 15<sup>th</sup> Jan 2016</i></p> <p><b>Action – EL asked all to complete evidence gathering for their topics and prepare a short summary which could be lodged on the web pages</b></p> <p><i>Review vision statement and draft set of draft objectives – by 22<sup>nd</sup> Jan 2016</i></p> <p>These will be shared with Sue Jobbins in preparation for the subsequent workshops that she will run in February.</p> <p><b>Action – EL to ask Sue Jobbins to share her templates prior to the workshops in February</b></p> <p><i>Questionnaire – March</i></p> <p>It was agreed that we should encourage people to complete the questionnaire on-line.</p> | <p><b>ALL</b></p> <p><b>CB/JH/<br/>RB/BN/<br/>BM/EL</b></p> <p><b>EL</b></p> |
| <b>7.</b>  | <b>Any other business</b>   |  |

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|           | No matters were raised  |           |
| <b>8.</b> | <b>Date of next meeting</b>   |           |
|           | It was agreed that the next meeting should be apx 8 <sup>th</sup> January 2016.<br><b>Action - EL to circulate possible dates</b> | <b>EL</b> |

The meeting closed at 9.10 pm