



**21st MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP  
MONDAY 9 MAY 2016, 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)**

#	Detail/Actions	Action Owner
<b>1.</b>	<b>Apologies for absence</b>	
	<p>EL noted that no apologies have been received. She stated that Karen Britton had contacted her to say that she wished to remain as a source of advice and information for the group but would not be a formal member.</p> <p>Anna Kirke has resigned from the Group for personal reasons. EL had written to Anna thanking her for her contribution.</p>	
<b>2.</b>	<b>Minutes of meeting of 7<sup>th</sup> April 2016 and matters arising</b>	
	<p>The minutes of the last meeting were agreed.</p> <p>It was agreed that all matters arising would be covered during the meeting.</p>	
<b>3.</b>	<b>Chair's report</b>	
	<p>ABC have confirmed to EL that the draft Local Plan is still due to be out for consultation in mid June. EL is to meet Carlie Pettit on 1<sup>st</sup> June.</p>	

<p><b>3.1</b></p>	<p>EL noted that ABC have not yet finalised their list of Statutory Consultees but will share this with the Group when available.</p> <p><b>Finance Report</b>  EL is recasting the budget at the moment but noted that the total budget was £31,000 covering a period of 2-3 years. The source of which was £8,000 grant from the Locality and £23,000 from the Parish Council Precept.</p> <p>This budget includes a £3,000 uplift agreed by the Parish Council in January 2016, but does not include the £5,000 contingency agreed by the Parish Council.</p> <p>Expenditure to date is apx £15,000 of which £11,500 was to various consultants, £300 website costs, £1,700 room hire, £1,500 printing.</p>	
<p><b>4.</b></p>	<p><b>Neighbourhood Plan survey</b></p>	
<p><b>4.1</b></p>	<p><b>Progress review</b>  EL circulated analysis she had completed and noted that we had targeted a response rate of 50% of household and that it was very pleasing to see we had achieved a response rate of apx 46%.</p> <p>The spread of responses represented a good spread of ages and locations and will be a great source of information for the PC in the future.</p> <p>EL thanked the team for their efforts and in particular noted that volunteer Claire Sherwood had provided great support.</p> <p>The survey report from the consultants analysing the data is expected late May/early June.</p> <p>EL stated that she would send out a newsletter with the details of the responses.</p>	<p><b>EL</b></p>
<p><b>4.2</b></p>	<p><b>Community feedback events</b>  EL noted that the provisional dates for the events were:</p> <ul style="list-style-type: none"> <li>- Sandyacres 9<sup>th</sup> July (<i>amended to 24<sup>th</sup> July post meeting</i>)</li> <li>- Iron Room 23<sup>rd</sup> July</li> <li>- Goats Lees 16<sup>th</sup> July (<i>amended to 30<sup>th</sup> July post meeting</i>)</li> </ul> <p>EL will order similar banners to those used previously and noted that we will need to leaflet residents to encourage attendance.</p> <p>It was agreed that the content for the events would come from the survey report.</p>	<p><b>EL</b></p>
<p><b>5.</b></p>	<p><b>Assessment of Potential Development Sites</b></p>	
<p><b>5.1</b></p>	<p><b>Call for sites</b></p>	

<b>5.2</b>	<p>EL indicated that the Group would need to assess all potential development sites including those that come forward from our own "call for sites". The site assessments will be annexed to the draft Plan. There is no requirement to make any land allocation in our NP.</p> <p><b>Criteria for site appraisals</b></p> <p>It was agreed that a small working group be formed of CB, JH, EL and BM to work on this and report back to the group for challenge and discussion.</p> <p>The target date for completion will be the end of July 2016.</p>	<b>CB/JH/ EL/BM</b>
<b>6.</b>	<b>Strategic Environmental Assessment (SEA)</b>	
	<p>CB noted that ABC will do a screening assessment to determine if an SEA is required and that initial indications appear that this will not be needed. A formal decision will be sought once the site assessments were complete and a decision taken on land allocation based on the results of the survey.</p>	
<b>7.</b>	<b>Boughton Lees Pleasure Fayre – 11<sup>th</sup> June</b>	
	Only EL/FM will be available to man a stand for the NP.	<b>EL/FM</b>
<b>8.</b>	<b>Listing of War Memorial</b>	
	It was agreed this was more a matter for the PC.	
<b>9.</b>	<b>Any Other Business</b>	
	EL to speak to the Parish Clerk to arrange for the completed surveys to be put into secure storage.	<b>EL</b>
<b>10.</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting is 2 <sup>nd</sup> June.	

The meeting closed at 8.20 pm