**NEIGHBOURHOOD PLAN STEERING GROUP MEETING**

20 November, 2014

Minutes pages 1 – 3

Present:

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| --- | --- |
| Tom Baxter | Roger Matthews |
| Helen Crook | Harry Nicholls |
| Elizabeth Dixon | Dave Savage |
| Andrew Dow | Dave Stephenson |
| Mark Haselden (Chairman) | Sarah Summers (Clerk) |
| Trevor Honychurch |  |

1) Apologies

Apologies for absence were received from Phil Applin, Charles Bates, Eric Brookes, Carol Cholerton, Peter Emmerson, Ian Fradgley, Jenny Murray, Richard Rose and John Scampion.

2) Minutes

 The minutes of the meeting held on 25 September, 2014 were approved as a correct record.

3) Chairman’s Report

 The Chairman advised that Phil Applin and John Scampion continue to hold constructive meetings with WCC. Following Nadhim Zahawi’s Traffic Summits, it is understood that WCC is commissioning reports which are looking at options to take traffic out of the town centre and for the Birmingham Road.

 There are a number of proposals for the Birmingham Road within the Neighbourhood Plan other than traffic lights, such as traffic calming measures to slow traffic down which results in a slow but steady traffic flow. WCC are investigating options, three of which are aligned to the findings of the Neighbourhood Plan, and one which is diametrically opposed, involving extra lanes and a conventional approach to traffic signalling. The report is awaited with interest.

 The Chairman went on to report that we are now very close to having a final document. Neil Pearce has re-written all eight sections which he’s combining into a technical report which will be circulated to the management team and the main authors of the various sections, with feedback required by close of business on Monday 25 November. The report will then be reviewed to take account of the feedback.

 It will then be circulated more widely which will include the NDP Steering Group, the Town Council and the District and County Councils.

 Beryl Downing, a retired journalist of considerable repute, has been charged with writing the important summary document, and work is currently being undertaken in parallel to compile site specific briefs (Alveston and Tiddington), illustrations, maps, diagrams and photographs.

4) Revised Timetable

 The next phase:

4.1 Deliverable – the document has been written and will be handed over to the Town Council, the mandatory body;

4.2 Buy-in – making sure that it doesn’t fall foul of the key organisations’ objectives;

4.3 Preparing from pre-submission consultation – Formal six weeks consultation in early January 2015.

The Chairman advised that an Extraordinary Town Council Meeting has been called for Monday 15 December, when the NDP will be presented to the Town Council who then takes on the responsibility for taking it through to referendum. It is considered that professional expertise will be required to handle the campaign in terms of publicity and PR.

David Stephenson went on to advise of the various stages of consultation which will be required at the pre-submission stage and once it is handed over to SDC, which includes consulting with all those who live or work in the designation NDP area, and all the statutory consultees. Responses will then have to be analysed and the NDP must formally respond to the comments, documenting how the comment has been incorporated into the plan, or if dismissed, an evidenced based reason must be available.

It was considered that as it can take anything from three to five months to reach referendum once it has been received by the District Council and passed to the examiner. It is unlikely, with this time frame, that the referendum will be earlier than the Autumn of 2015.

5) Update from Planning Consultant

 As Neil Peace was engaged in writing the document, there was no update from the Consultant, but the Chairman and David Stephenson reported on SDC’s site allocation plan, and its effects.

6) Calendar of Meetings

 The Clerk was requested to publish a provisional 2015 Calendar of Meetings, which will follow the pattern of 2014 meetings, with the exception of the January NDP Steering and Management Meetings which should be brought forward.

 The proposed calendar is circulated with the minutes as **Appendix ‘A’.**

7) Public Participation

 There were no members of the public present.

8) Any Other Business

 There was no other business.

9) Date of Next Meeting

 The date for the January meeting of the Steering Group has been brought forward to Thursday 15 January at 6:30pm with the Management Meeting on 8 January at 2:30pm.

*The Chairman declared the meeting closed at 7:20pm.*

Attached:

* Calendar of Meetings 2015