

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

29 September, 2016

Minutes pages 1 - 4

Present:

Phil Applin	Martyn Luscombe
Carol Cholerton	Neil Pearce (Planning Consultant)
Helen Crook	Clarissa Roberts
Elizabeth Dixon	Richard Rose
Andrew Dow	Dave Savage
Peter Emmerson	David Stephenson
Jenny Fradgley	Sarah Summers (Clerk)
Mark Haselden (Chairman)	

1) Apologies

Apologies for absence were received from Martin Grubb and Roger Matthews.

2) Minutes

The minutes of the meeting held on 26 May, 2016 were approved as a correct record.

3) Chairman's Report

The Chairman advised that at the last meeting on 26 May, a draft Plan was circulated and feedback was invited. It was also sent to the District Council in mid-May. This draft incorporated the changes arising from the hundreds of pages of consultation responses.

Mark reported that since the May meeting, a lot had happened:

- As expected, the Core Strategy was adopted on 11 July;
- After years of waiting for the Core Strategy, the 'clock started ticking' to finalise the Neighbourhood Development Plan;
- The NDP has now become urgent as the Town Council will receive additional CIL money once the Plan is adopted;

- The final Core Strategy has resulted in some changes to the plan – principally housing numbers;
- SDC, and their legal department in particular, provided feedback on the draft which resulted in further changes;
- Steering Group members had also provided feedback on the Plan;
- The Management Team worked solidly throughout the summer:
 - I. Fact checking the Plan;
 - II. Making amendments to accommodate feedback where appropriate; and
 - III. Working on the presentation which now incorporates pictures and diagrams.
- The draft Plan was issued for review by the Town Council on 13 September and a workshop was held with the Town Council on 27 September. The workshop has resulted in a few minor changes but nothing of substance;
- It is proposed that the Plan will formally go before the Town Council on Tuesday 4 October and, if approved, will be submitted to the District Council once the evidence base is complete;
- Once approved, responsibility for the Plan will pass to the Town Council, as the sponsoring body, and it will be the task of the elected Town Councillors to promote the Plan and ensure it passes the referendum;
- The Management Team has agreed to continue to be involved and support Neil and the Town Council as the Plan passes through the formalities.

4) Planning Consultant's Report

A hard copy NDP was circulated, in order for Steering Group members to become familiar with the final design and layout. Since it was presented to Council on 13 September, it has been subject to intense proof reading and as a result, amendments and slight adjustments following feedback have been done.

Having analysed the reaction of Town Councillors when it was first received, members studied the photographs, diagrams and

maps first, before turning to the text. The editorial team has therefore made this aspect more robust, by including further photographs with a more detailed explanation beneath, as well as siting, whenever possible, the photograph next to the policy it depicts, or clearly signposting the reader from the photograph to the policy concerned.

With the aid of a PDF of the Plan on the screen, Neil Peace highlighted and explained the reasons behind the principal changes to the Plan since the draft was circulated in May. He advised that apart from housing numbers, the changes are largely technical and presentational, which includes 'polishing' the wording.

Neil confirmed, and SDC agrees, that the plan has not fundamentally changed since the consultation in 2015, and as a result a further six week consultation by us is not required.

Having answered one or two questions for clarification, Neil then outlined the proposed timetable. Once the Plan has been approved by the Town Council, the final push to complete the evidence base will commence which includes:

- Statutory consultation on SEA report;
- Review of consultation responses and amendments (if necessary) to SEA;
- Completion of Consultation Statement;
- Completion of Basic Conditions Statement.

The 'Submission Version' of the NDP will then be submitted to the District Council very likely at the end of November, 2016. Thereafter:

- SDC will validate the submission;
- Statutory consultation on Submission NDP will commence;
- Appointment of external Examiner;
- NDP consultation ends;
- Tabulation of consultation responses and submission of pack to Examiner;
- Examination;
- Post examination modifications;
- Submit 'Referendum Version' NDP to SDC;
- SDC Cabinet to agree NDP to proceed to referendum;
- Publicity for referendum;
- Referendum.

It is likely that the Referendum will be held in July, 2017.

The Town Clerk confirmed that the NDP agenda item for Town Council on 4 October contained a clear recommendation that a Working Party is established to run the referendum campaign and that a Campaign Manager is appointed who will be in overall control.

The report states that *'It is necessary that the person appointed, whether it be a member, employee or volunteer, commands the respect and the total support of everyone involved in galvanising the electorate to vote in the referendum. Council members must be prepared to act as directed and commit a considerable amount of time and effort in bringing this about, as the obligation and responsibility rests equally among the eighteen Stratford-upon-Avon Town Council representatives'*.

5) Work of the Steering Group

The Chairman advised that once the Plan is ready for submission, a copy will be sent electronically to all members of the Steering Group. In the meantime, whilst the Plan is still being worked on, it remains outside the public domain.

Mark thanked the Steering Group members most sincerely for their work, support and commitment during this five year 'epic journey' and advised that the work of the Steering Group would come to an end when the Plan was adopted by the Town Council. It is intended that the Plan will go before the Town Council on 4th October. He proposed and it was:

AGREED: That the Steering Group would disband as soon as the Plan was adopted by the Town Council.

The Chairman closed the meeting at 7:06pm and a small celebratory party followed. During proceedings, Mark again thanked the Steering Group, the professional and admin support team, but in particular, the Management Group: Phil Applin, Elizabeth Dixon, David Stephenson, and John Scampion.

In response, those present, which included Councillor Jenny Fradgley and the Immediate Past Mayor, Tessa Bates, returned their thanks and gratitude to an outstanding Chairman, Mark Haselden.