



**Minutes of a Meeting of the Neighbourhood Plan Steering Group held at the village hall on 3<sup>rd</sup> December 7.30 pm.**

**NPSG Members Present:** Cllr Michael Bustard (Chair), Tim Pontin, Cllr White, Cllr Fowler, Cllr Seeley, Cllr Hill, Lesley Durso, and Jonathan Timberlake

**In attendance:** Alison Eardley (Planning Consultant) Fiona Chalk (Clerk)

No members of the public were present.

<b>1.</b>	<b>Apologies for absence: Cllr Baker</b>
<b>2.</b>	<b>Approval of the Minutes of 5.11.24</b> The minutes were approved and signed as a correct record of the meeting.
<b>3.</b>	<p><b>Review of Actions from previous meeting</b></p> <p>AJ confirmed has updated the Plan with tracked changes and this will be placed in Dropbox.</p> <p style="text-align: right;"><b>AJ to email updated version to all attendees</b></p> <p>The summary of the youth findings are to be updated, along with the NDHAs. The mapping amendments will be done at the end, as one of the last tasks.</p> <p>The basic conditions and consultation statements will be checked and agreed in January/February.</p> <p style="text-align: right;"><b>AJ to action</b></p> <p>Cllr Baker has offered to input a disability statement for the Plan. Some input has already been received.</p> <p style="text-align: right;"><b>Cllr Bustard/Cllr Baker to action</b></p> <p>The Foreward has a few amendments.</p>
<b>4.</b>	<p><b>Outstanding Actions</b></p> <p>TP provided an update on the checklist of outstanding items.</p> <p>The first point is lessons learnt from the consultation, and secondly, the publishing on the website of an updated position statement.</p> <p style="text-align: right;"><b>TP to provide content for website update</b></p> <p style="text-align: right;"><b>Members to circulate lessons learnt from the consultation to TP</b></p>

	<p><u>NDHA update</u></p> <p>JT advised that 5 NDHAs agreed in the first round of responses and 4 agreed in the second round of responses.</p> <p>Cllr Seeley asked for clarification on the Gilbert Estate properties.</p> <p>It was understood at the conversation with CGD that all properties, except for the Post Box, could be included in the NP. CGD also asked for inclusion of the Shepherds Hut and Flint Walls in the Plan.</p> <p>It was agreed that a confirmation letter be circulated to get CGD's confirmation on inclusion of NDHAs in the Plan.</p> <p style="text-align: right;"><b>Clerk to draft letter</b></p>
5.	<p><b>Review of Timetable for NP to referendum</b></p> <p>It was noted that a letter has been received from SDNP stating they want to delay the Regulation 16 Consultation until May 25 at the earliest. This is due to the carrying out of their own Consultation exercise in Spring 25, and then the May elections. Cllr Bustard asked if the NPSG should push back against this delay. It was agreed that the process should not be rushed. The PC could approve the Plan in March and then it would be submitted to the SDNP. The Plan will have more weight once approved by the PC and submitted to the SDNP.</p> <p>Members agreed that it would be good to ask for clarification/confirmation from SDNP and ask if they can commit to a timescale.</p> <p>It was asked if there are any financial implications as a result of the delay, as it will run into the next financial year. The Locality Grant must be reported on this financial year and any unspent funds will have to be returned by the end of this financial year. The Consultant costs in 25/26 will be around examination, which will be about £1000.00. There will also be referendum costs of about £500, although publicity could potentially be produced in this financial year. The PC will be asked to provide some budget for these costs in its 25/26 budget, if no further grant is available for 25/26.</p> <p>In January, the NPSG will need to consider if there are any changes to national regulations and policy, which will then have implications for the Plan through change of conformity references.</p> <p style="text-align: right;"><b>Cllr Bustard/Clerk to draft a response to NPSG</b></p> <p style="text-align: right;"><b>Clerk to schedule the PC's consideration of the Neighbourhood Plan submission version at the March PC meeting</b></p>
6.	<p><b>Review of Financial Position</b></p> <p>Go back to Grant providers to ask for a reallocation/reassignment within the Project Costs. (Referendum and Hall Hire expenses). The request should make mention that SDNP have delayed, and therefore some changes are required.</p> <p style="text-align: right;"><b>Clerk to contact Locality Grant provider</b></p> <p>The PC will be asked to provide some budget for these costs in its 25/26 budget, if no further grant is available for 25/26.</p> <p style="text-align: right;"><b>Clerk to update budget</b></p>

7.	<p><b>Any other outstanding items</b></p> <p>The current version of the printed Plan are to be distributed amongst members, until final copies produced, and then the current versions can be destroyed.</p> <p>Youth raffle to be drawn following their input, for an Amazon prize. It was agreed to publish a photo of this draw in Parish Magazine.</p> <p style="text-align: right;"><b>Clr Seeley/LD</b></p>
8.	<p><b>Date of Next Meeting:</b></p> <p>Tuesday 11<sup>th</sup> February 2025 7.30 pm for NPSG to sign off on the final submission version. PC to sign off at March meeting.</p> <p style="text-align: right;"><b>Clerk to cancel/book meetings</b></p>

Signed:.....

Date:.....