

MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLANNING STEERING GROUP HELD ON 23RD APRIL 2014

Present: Cllrs Susan Durant (Chair), Rachel Durant, George Derx, Jean Walker, Caroline Robinson, Ann Pennington
Jeremy Sherlock, Mike Dando

Apologies: Cllrs Annie Farrand, Ron Powell, Mark Houlbrook; Neil Butler, Jane Stimpson

1. **Formal Consultation** – the deadline for the submission of questionnaires is Monday 28th April. After this date they will be collected from drop boxes etc. At the moment the number of returns is somewhat disappointing, though an accurate figure will not be known until all the forms are collected. The consultation process has been extensive and will meet the requirements of the Neighbourhood Plan process.
2. **Questionnaire Analysis** – after Tuesday next week the questionnaires will be analysed. Where open ended questions are included the responses will be listed. The information will be reviewed by JSh/MD and a report circulated to the Steering Group.
3. **Timetable** – JSh and MD have reviewed the timetable. Key stages for to submission to DMBC are:
 - Prepared draft Plan
 - Draft Plan consultation
 - Final Plan (including sustainability assessment, and consultation statement)
 - Formal 6 week consultation
 - Further amendments if necessary
 - Submission to DMBC

A Gantt chart had been prepared by JSh which indicated a potential submission around March 2015. MD agreed to review this, and a revised version will then be circulated.

Stages after submission are led by Doncaster MBC and include formal publication, examination and the referendum. These stages are not controlled by the Town Council.

4. **Preparation of the Plan** – MD circulated a paper providing an indicative framework for the Plan. The content of the Policies and non-planning policies sections will be dependent of the results of the consultation. There are other sections that can be prepared in advance of this (i.e. Introduction, Neighbourhood Plan Area, Plan Preparation process, and Monitoring/Implementation. The Planning and non-Planning elements need to be clearly identified as the examination will only consider planning sections.
5. **Future Meetings** – JSh and MD proposed the following for the next 3 meetings to progress the Plan (dates have been changed for all 3 from what was originally proposed):

Wednesday 4th June – report on questionnaire results. Consideration of implementation and non-planning issues. The latter can be progressed in advance of the statutory planning work, and give the opportunity for quick wins.

Wednesday 18th June – workshop on planning issues led by MD. This will be an intensive session which will develop policies for inclusion in the Plan. As it could be lengthy it was agreed that this would start at **6pm** with refreshments available.

Wednesday 30th July – consideration of the draft plan and arrangements for consultation. Consideration of the need for a Strategic Environmental assessment.

Jeremy Sherlock

Town Clerk