

MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLANNING WORKING GROUP HELD ON 31ST AUGUST 2016

Present: Rachel Durant (Chair); Cllrs Mark Houlbrook, Susan Durant; Ann Pennington, Caroline Robinson; Jeremy Sherlock, Kathryn Jukes,

1. **Apologies** –Cllrs Tont Brooks, Janet Phillips; Ron Powell, Annie Farrand; Jane Stimpson
2. **Minutes of the meeting of 27th July 2016**– agreed as a true record
3. **Draft Plan** – there is a need to add in the Design Policies following the work by Woodhall. There are a small number of additional minor amendments after which it will be complete. The final version will be produced on Wednesday so it can be circulated to the Council for the meeting on 13th September. RD agreed to prepare a half page foreword as Chair of the sub group.
4. **Character Appraisal and Design Policies progress** –the draft documents prepared by Woodhall had been circulated to the sub group. It was agreed that this was a very useful piece of work that provides the information for strengthening the design policies in the plan. No amendments were identified so the final documents can now be produced.
5. **Consultation Statement** – JSh had prepared a draft for consideration and comment. Some detailed comments have been just received form JSt and will need considering/ adding. Further information needs including on the consultation results and how these impacted on the development of the policies. RD will also provide some website statistics.

The document includes a comprehensive documents list. These will need to be available on the website before the 6 week consultation period. JS/ RD will liaise on this.

6. **Basic Conditions Statement** –JSh had prepared a draft for consideration and comment. Comments in the NPPF regarding CIL need to be added in (para 175).
7. **SEA Screening** – KJ will liaise with JSt regarding this. If needed it will need to be completed prior to the consultation period.
8. **Consultation** - JSh circulated an updated paper regarding the formal consultation period. The timetable proposes a 6 week period from 24th October to 5th December.

A second quote has been received for printing etc from Bluechip Creative Print and Design which is cheaper, so it was agreed to use them.

There was a discussion about the timings and locations of the consultation meetings. JS will explore further and report back.

9. **Next Meeting** –5th October 2016 at 7:15pm at the Assembly Rooms.

Jeremy Sherlock

Town Clerk