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| Meeting Title: | Neighbourhood Plan Working Group |
| Date: | 7th June 2018 |
| Venue: | Village Hall, Holwell |
| Attendees: | Sally-Anne Holt (Chair Holwell Neighbourhood Plan Working Group)  Steve Atchison  Patrick Constable  Jo Edmondson  Colin Evans  Dave Hollex  Neil Peirson | | SAH  SA  PC  JE  CE  DH  NP |
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| **Agenda:** | 1. Apologies for absence  2. Opening remarks  3. Declarations of Interest  4. Acceptance of notes from Meetings  5. Actions arising from previous meetings  6. Update on Progress with Neighbourhood Plan Consultation  7. Update on Funding  8. Date of next meeting  9. AOB | | |

|  |  | **Actions** |
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| 1. | Apologies |  |
|  | Rodney Antell (RA), Phil Curtis (PC), Bruce Duncan (BD), Di Gibbs (DG), Roger Kellow (RK), Peter Mcfarlane (PM), Libby Wilton (LW), and Jo Witherden (JW) were unable to attend. |  |
| 2. | **Opening Remarks** |  |
|  | SAH explained that the aim of this meeting was to review the Neighbourhood Plan consultation progress. |  |
| 3. | **Declarations of Interest** |  |
|  | Not applicable. |  |
| 4. | **Notes Of Previous Meetings** |  |
|  | The Notes for recent meetings were not yet available for review. |  |
| 5. | Actions Arising from Previous Meetings |  |
|  | See Item 4. |  |
| 6. | Update on Progress with Neighbourhood Plan Consultation |  |
|  | SAH said that the flyers had been delivered as planned, with a few known misdirections. Posters had been put up. Paper copies of the Neighbourhood Plan are with members of the Parish Council (PC) (BD, DG), and the clerk to the PC, and with SAH and SA; there are also two additional spare copies.  The first Open session had been held with two more to come on Thursday 14th June (staffed by SAH, BD and CE) and Saturday 16th June (staffed by LW, JE and SA). Tea, coffee and biscuits will be provided at these. There will be a response box and copies of blank forms.  The usefulness of issuing reminders was discussed. It was agreed that it would probably be best to do this a week before the end of the 7 week response period, so probably during the week commencing 2nd July 2018.  Other villages’ Neighbourhood Plans were discussed, including Hazelbury Bryan and Buckland Newton. NP asked whether the level of interest had been maintained at Buckland Newton. SAH said that she had been told that it had dropped off.  The degree to which WDDC would or could disregard Neighbourhood Plans was discussed. Rural exception housing is not covered by the Neighbourhood Plan and so social housing can still be approved under this. In principle this can only be done if there is a proven need and it is sustainable, but after Crouch Lane it is not clear how they justify their figures or where their data come from.  SAH said that a revised Local Plan (LP) is being produced, but for the present we need to use the existing one; however we should be aware of potential changes or developments in the new LP.  NP asked if it would be useful to tell those whose sites had not been selected that they could still apply for planning permission. SAH said that there were several people that we should inform of the results of the site selection. Resident landowners were not informed, as it was assumed that they should be aware of the situation from information they received via the Working Group, but it was agreed that those not on the Working Group would be advised of the site selection outcome. SAH said that she would draft a letter for this.  JE observed that those whose sites had not been successful might not want to support the Neighbourhood Plan.  The referendum process for the Neighbourhood Plan was discussed. JE asked how the voting will be done. SAH said that it would be a formal process, but she would check on the rules for campaigning.  SAH asked if there were any proposals or suggestions for further action in support of the Neighbourhood Plan consultation, in addition to those already agreed and carried out or planned. A further newsletter was suggested.  SAH said that at present we have agreed to send out a reminder at the end of June. SAH and JW will pull together any comments received between the 9th and 13th of July. We have a meeting planned for Monday 16th July. There is to be a PC meeting a week after this.  The Consultation Summary Document, which provides evidence of communication, is still being produced; it can’t be completed until the last consultation has finished. | SAH  41-1 |
| 7. | **Update on Funding** |  |
|  | SAH said that the Locality funding had now been approved. |  |
| 8. | **Dates of Next Meeting (DONM)** |  |
|  | The planned date is Monday 16th July 2018. |  |
| 9. | **Any Other Business (AOB)** |  |
|  | None. |  |