

**MINUTES
BERRICK SALOME PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP
9TH OCTOBER 2018**

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in the Berrick Salome Village Hall on Tuesday 9TH October 2018 at 7:30 pm.

Present:

Brian Tracey (BT) (Chair)
Ian Glyn (IG) (Chairman - Parish Council)
Chris Cussens (CC) (Parish Clerk)
Conrad Shields (CS)
Ray Perfect (RP)
Sarah Russell (SR)
Douglas Taylor (DT)
Chris Kilduff (CK)
Sue Lyons (SL)
Sarah Vaccari (SV)

1. Apologies for Absence

Derek Shaw (DS)

2. Declaration of Interests

SL declared a beneficial interest in a paddock in respect of which a planning application (P13/S2758/FUL) for a new dwelling had been submitted to SODC in 2013 but subsequently withdrawn prior to determination.

3. Minutes of Previous Meeting

The Minutes of the previous meeting, held on 11TH September 2018, were unanimously approved.

4. Matters arising from the Minutes

There were no matters arising.

5. Review of Pre-Submission Plan (draft v.9)

The meeting noted that copies of this version of the draft plan were circulated to Parishioners *via* email on 3rd October.

Since the previous draft (v.8) additional material including maps of the proposed Settlement boundaries, important views and two new policies relating to drainage, had been incorporated. The meeting suggested several adjustments to the important views and the Berrick Prior boundary maps respectively. **Action: BT**

Additionally, clarity was needed as to the extent of the 'evidence base' and other supporting documentation that should be included in the pre-submission plan at each consultation stage. **IG** said he would put the question to Neil Homer (**NH**). **Action: IG**

While on the subject of NP supporting documentation, **IG** advised that he had received an updated draft of the 'Character Appraisal' from **NH** and would forward copies to Group Members. **Action: IG**

6. Informal consultation meeting on 23 October 2018

CC advised that the PC had already received several comments from Parishioners on the draft plan and these provided an early indication of possible topics that are likely to be raised during the consultation. The topics include: Settlement Boundaries; Important Views from public spaces; Green spaces. The comments received pointed to inconsistencies in the draft plan, both presentational and in relation to certain details.

Other than correcting obvious and minor errors, the Group considered it best to defer evaluation of any possible alterations to the substance of the plan until after the closing date for Parishioners' comments. However, it was noted that the advertised closing date is 30 October whereas the timetable, discussed at the previous Group meeting, calls for completion of the evaluation by 29 October.

It was decided that **IG** should chair the consultation meeting itself and **BT** was nominated to present, on behalf of the Group, a summary of the proposed plan policies as set out in **NH**'s 'Informal Consultation' paper and where appropriate referring back to the results of the NP questionnaire.

Following the presentation, **IG** as chair will open the meeting to the floor for questions, suggestions and observations. It was recommended that all issues raised from the floor be carefully recorded for later analysis by the Group. Furthermore, to ensure that every attendee wishing to speak would have an opportunity to do so within the time available, prolonged discussions on specific plan details, for instance the exact line of a settlement boundary, would be discouraged.

7. AOB

The meeting noted that to date none of the NP grant funds received from SODC had been allocated. It was agreed that, subject to approval by the PC, a proportion of those funds could be used to defray administrative costs including publication of the emerging Plan for consultation purposes. Further, Members looked favourably upon a suggestion that some of the funds might be put towards additional Plan drafting work by external consultants.

SV advised that she is compiling a list of new housing developments in the parish since 2011. **DT** undertook to contribute the relevant information he had to hand. **Action: DT**

8. Next Meeting

The date for the next meeting is Thursday, 25TH October at 7:30pm, to be held in the rear meeting room of the Berrick Salome Village Hall.

There being no further business the meeting closed at 9:15 pm.

Signed Chairman

Date