

**MINUTES
BERRICK SALOME PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP
10TH OCTOBER 2017**

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in the Berrick Salome Village Hall on Tuesday 10TH October 2017 at 7:30 pm.

Present:

Conrad Shields (CS) (Chair)
Ian Glyn (IG) (Chairman - Parish Council)
Chris Cussens (CC) (Parish Clerk)
Ray Perfect (RP)
Derek Shaw (DS)
Douglas Taylor (DT)
Chris Kilduff (CK)
Sue Lyons (SL)

1. Apologies for Absence

Brian Tracey (BT), Sarah Russell (SR)

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of which a planning application (P13/S2758/FUL) for a new dwelling had been submitted to SODC in 2013 but subsequently withdrawn by the Applicant prior to determination.

3. Minutes of Previous Meeting

The Minutes of the previous Group meeting, held on 12TH September, were unanimously approved.

4. Interim report on results of parishioner survey

Following on from the extra Group meeting, held on 3rd October, CC tabled an interim report setting out the main results of the survey. The Group decided that his report be included as an appendix to the draft NP.

A discussion followed on the merits of referencing certain derived data, such as dwelling occupancy rates, in the NP. The Group concluded that, as a general principle, where derived data materially informed NP policies then such data should be referenced.

5. Proposals for further public consultation

Consideration was given at the previous Group meeting to holding a 'drop in' session as a further stage of public consultation on the draft NP. It was reported that the Parochial Church Council (PCC) has offered the Group a stand (a table and display boards) at its Christmas Fayre to be held in late November. The Group wished to convey its thanks to the PCC for its generous and timely offer. **Action CC**

In preparation for the fayre it was proposed that a series of posters, suitable for displaying on the stand, summarising the main features of the proposed NP be produced. **Action BT**

In addition, it was agreed that illustrations of the Parish Council's various proposals for possible future road schemes be included on the stand. **Action IG, BT**

With regard to consultation with landowners and any other parties that may have an interest in the NP, IG advised that as yet no responses had been received from farmers to the enquiry letter sent out to them on 8th September.

The meeting noted that the owners of the horse paddocks situated in Roke Fields have yet to be consulted. As most of these owners were believed to be non-resident in the Parish CK volunteered to make enquiries as to their respective contact details. **Action CK**

It was further noted that local businesses, including Wilkinsons Timber Yard and any operating out of Lower Berrick Farm, had still to be consulted. RP volunteered to make relevant enquiries. **Action RP**

6. **Requirements for any additional supporting evidence**

It was noted at the previous meeting, under AOB, that additional supporting evidence may need to be obtained in respect of issues such as listed buildings, traffic and flooding. And BT had suggested asking Mr Rios what sort of evidence he thinks might be needed.

In the meantime it was suggested that acquiring public domain data on the existing housing stock might prove useful in formulating housing development policies. DT volunteered to explore the matter further. **Action DT**

DS agreed to compile a schedule of the listed buildings in the Parish and forward it to SL for inclusion in the draft NP. **Action DS**

7. **SODC Local Plan 2033, latest draft version**

The meeting noted that the publication version of the latest draft of the Local Plan 2033 was available on the SODC website and that the public consultation period closes on 22 November. *(DT's note: SODC have since extended the consultation period to **30 November**)*

IG advised that the Parish Council proposes responding to the consultation. The meeting considered that the Group should also respond to the consultation by endorsing the Parish Council's observations.

8. NP Project Plan and funding (including grants)

In BT's absence the NP Project Plan was not discussed. However, IG was able to confirm that the Parish Council had applied to SODC for a grant and was awaiting a decision.

9. Changes to draft v1 of NP Submission Plan 2033

Various amendments and clarifications to draft v1 raised by Members were noted by IG on a paper copy which he said he intended to pass on to SL so as to enable her to produce a revised version of the draft. **Action IG, SL**

Once completed, SL undertook to circulate the revised version to all Members for review. **Action All**

SL reminded the meeting that the role of the NP editor is to turn the various original pieces of content into a consistent and complete document. Members were advised to refer any observations they may have about content directly to the respective author(s) of the pieces concerned. *(DT's note: A list of content headings and authors can be found under item 4 in the minutes of 18 May 2017)*

10. AOB

None

11. Next Meeting

The date for the next meeting is 14TH November at 7:30pm in the rear room of the Berrick Salome Village Hall.

There being no further business the meeting closed at 9:20 pm.

Signed Chairman

Date