

MINUTES
BERRICK SALOME PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP
11TH SEPTEMBER 2018

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in the Berrick Salome Village Hall on Tuesday 11TH September 2018 at 7:30 pm.

Present:

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

1. Apologies for Absence

None - all present.

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of which a planning application (P13/S2758/FUL) for a new dwelling had been submitted to SODC in 2013 but subsequently withdrawn prior to determination.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 14TH August 2018, were unanimously approved.

4. Matters arising from the Minutes

There were no matters arising.

4b. Proposed Timetable (additional item)

IG informed the meeting that he wished to include an additional item, which was not on the agenda, for consideration before the meeting addressed the main business in item 5.

IG verbally set out a timetable for the completion of the pre-submission plan. A summary of the target dates and tasks included in his proposed timetable are set out in chronological order below:

Target Date	Task	Action
18 Sept 2018	Consolidate and forward comments from Group on the proposed Plan (v8) policies (Section 5) to NH	BT
28 Sept 2018	Prepare revised Plan (v9)	NH
28 Sept 2018 (or before if possible)	Prepare a Plan summary, to include a 'bullet' point resume of policies, for consultation purposes.	NH?
2 Oct 2018	Forward a copy of the Plan summary and 'bullet' points to SODC Planning for informal comment.	NH
2 Oct 2018	Circulate the Plan summary and policy 'bullet' points to Parishioners with an invitation to comment <i>via</i> email and/or attend a meeting	CC
23 Oct 2018	Consultation meeting for Parishioners to receive feedback if not already communicated by email	PC
29 Oct 2018	Analysis of feedback from consultation meeting and email communications	Group, NH
29 Oct to 2 Nov 2018	Prepare revised version of Plan	NH
5 Nov 2018	Circulate revised version of Plan to PC	CC
8 Nov 2018	Discuss and approve Plan at PC meeting	PC
15 Nov 2018	Additional PC meeting to discuss and approve Plan if needed	PC

Doubts were expressed as to the feasibility of meeting the October and November target dates proposed for the pre-submission plan as set out in **IG's** timetable although **NH** said he thought they might be achievable.

Following discussion it was generally felt that a realistic expectation was that, following consultation, inspection, referendum, etc., SODC would be in a position to adopt the Plan in spring 2019.

It was decided that a revised NP project plan, which takes into account **IG's** proposed timetable, would be prepared and circulated to the Group.
Action: NH (preparation); **BT** (circulation).

The meeting considered that summaries of the both the Plan and the proposed policies would be sufficient for the purposes (which are to narrow and refine options) of the parishioners' consultation meeting, scheduled for 23 October. **NH** cautioned against circulating copies of the entire draft plan because it would not carry significant weight in the determination, by SODC, of any planning applications that might be submitted in the meantime. It is only after the Statutory Consultation period that an emerging NP carries some weight.

By way of advanced preparation for the Statutory Consultation phase it was agreed that the PC would obtain from SODC the contact details of the statutory consultees. **Action: CC.**

The meeting noted that before formal submission to SODC the Group had to ensure that the final version of the Submission Plan is complete in all respects, including appendices.

5. Section 5 of Pre-Submission Plan (draft v8) - Proposed Policies

The proposed policies to be included in the plan were considered. However, in the interests of time it was agreed that Members would submit their observations and comments to **BT** for consolidation and forwarding to **NH**. Action: **ALL**

6. AOB

None

7. Next Meeting

The date for the next meeting is Tuesday, 9TH 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 10:00 pm.

Signed Chairman

Date