

**MINUTES
BERRICK SALOME PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP
13TH MARCH 2018**

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in the Berrick Salome Village Hall on Tuesday 13TH March 2018 at 8:00 pm.

Present:

Brian Tracey (BT) (Chair)
Ian Glyn (IG) (Chairman - Parish Council)
Chris Cussens (CC) (Parish Clerk)
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 (excluding SR and SL who both joined the meeting later).

2. Declaration of Interests

None declared by those Members present (excluding SR and SL who both joined the meeting later).

3. Minutes of Previous Meeting

The Minutes of the previous meeting, held on 12TH December 2017, were approved. (DT abstained as he was not present at that meeting)

4. Matters arising from the Minutes

There were no matters arising.

5. Briefing on meeting with Mr Homer of O'Neill-Homer and TOR.

5.1 The meeting

DT reported that he had attended a meeting with Mr. Neil Homer at the London office of RCOH Ltd (t/a O'Neill-Homer) on 20th February at 15:00. The purpose of the meeting was to assess the capabilities of RCOH in relation to NDP development generally and the firm's approach to formulating NDPs with particular reference to Mr. Homer's proposal of 23 November 2017.

DT was of the opinion that O'Neill-Homer, in the person of Mr Homer, has both the capability and the relevant experience to

assist the Steering Group in preparing the Berrick Salome NP. However, in view of the government's proposed revisions to planning policy, the emerging SODC Local Plan and the importance of ensuring that our NP policies are framed so as to be effective under all foreseeable circumstances, DT suggested it might be prudent to reserve a portion of the overall consultation budget in case additional specialist legal and third party planning advice is required.

DT concluded that, subject to the Group agreeing an appropriate terms of reference (TOR) for Mr Homer, he would endorse the earlier decision of the Group, taken at the meeting on 12TH December 2017 (item 8), to recommend that the Parish Council appoints ONeill-Homer as NP consultant.

5.2 Terms of Reference

The Group understood that, in addition to providing technical assistance such as drafting the relevant planning policies, the role of ONeill-Homer, as set out in Mr. Homer's proposal of 23 November 2017 and amplified at the aforementioned meeting, was to offer direction to, rather than management of, the remainder of our NDP project. As such, the Group would retain responsibility for managing the project and undertake most of the work. Members acknowledged that it would not be a case of handing the project over to ONeill-Homer for completion and in return awaiting receipt of a fully developed plan ready for submission to SODC.

A discussion followed concerning Mr. Homer's draft project plan and associated commercial arrangements. The Meeting was in favour of splitting the project into two distinct phases, both having a measurable deliverable at the end. The split was proposed at *Action 1.12* (PC approval of final pre-submission document), the pre-submission document being the deliverable. The second phase would begin at *Action 2.01* and finish at *Action 3.05* with another deliverable, namely the submission plan. The meeting concurred that it is strictly a matter for the PC to decide as to whether each phase should be: subject to a separate contract; combined under a single contract with a break clause at the end of the first phase; or some other commercial arrangement.

Action IG

The Meeting expressed overall satisfaction with the foregoing arrangements and considered that the PC should appoint ONeill-Homer as soon as possible consistent with the terms and availability of grant funding. **Action IG**

6. Site Allocations

IG reported that various third parties had recently made enquires of the PC regarding site allocations for new housing. Following discussion, the Meeting regretted that it was not yet in a position to make a definitive policy recommendation on the matter.

7. AOB

BT reported that the PC has received the SODC NP grant money (£5k) in full.

It was noted that the terms of the Locality Grant have not yet been published although 1 April 2018 is still advertised as the opening date for submission of applications. BT agreed to continue monitoring the situation and IG asked him to liaise with the PC Treasurer over submission of the grant application. **Action BT.**

A question was raised as to whether there were any tasks that the Group could usefully undertake during the intervening period until ONeill-Homer is appointed and Mr. Homer commences work. DT said he believed there may be outstanding tasks recorded in earlier Minutes and undertook to investigate further and circulate a list. **Action DT**

8. Next Meeting

The provisional date for the next meeting is 10TH April at 8:00pm in the rear meeting room of the Berrick Salome Village Hall. (Please note that the date, time and venue may be changed to accommodate Mr. Homer in the event that the PC formally appoints ONeill-Homer prior to 10TH April.)

There being no further business the meeting closed at 9:30 pm.

Signed Chairman

Date