

**MINUTES
BERRICK SALOME PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP
13TH JUNE 2017**

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in the Berrick Salome Village Hall on Thursday 13TH June 2017 at 7:30 pm.

Present:

Brian Tracey (BT) (Chair)
Ian Glyn (IG) (Chairman - Parish Council)
Chris Cussens (CC) (Parish Clerk)
Chris Kilduff (CK)
Ray Perfect (RP)
Sarah Russell (SR)
Derek Shaw (DS)
Conrad Shields (CS)
Douglas Taylor (DT)

1. Apologies for Absence

Sue Lyons (SL)

2. Minutes of Previous Meeting

The Minutes of the previous Group meeting, held on 18TH May, were unanimously approved.

3. Survey Questionnaire

The latest revision, draft 4CC, was tabled. This version incorporated amendments proposed by Members since the previous meeting and was also informed by reference to the Steeple Claydon NP survey questionnaire. With regard to the latter it was mentioned that there are numerous examples of NP survey questionnaires from other places to be found on the www by using 'neighbourhood plan survey questionnaire parish' or similar search terms.

It was suggested that questions, such as those concerned with obtaining details of recipients' houses, could be omitted in cases where the information requested was already available in the public domain. Nevertheless the meeting felt it would be easier to retain such questions in the questionnaire. Following further discussion it was proposed that IG, CC and DT meet, time permitting, prior to the next Group meeting for the purpose of refining the questionnaire. **Action: IG, CC, DT.**

4 Progress on draft NP document

The current status of each of the various sections of the draft NP document were reported as follows:

	Section Heading	Member	Status
6.1	Vision and Objectives	BT	Draft passed to SL for editing.
6.2	History and Social Infrastructure	DS	Draft version issued for comment.
6.3	Design Policy	BT	Commenced.
6.4	Infrastructure (roads, bye-ways, telecoms, water, etc.)	RP	Awaiting father comments.
6.5	Community Facilities Policy	SR	Amended draft circulated.
6.6	Environment and Green Infrastructure	CC	Draft no. 5 circulated
6.7	Drainage and Flood Risk Management	DT	Collecting data.
6.8	Agricultural Needs (to include obtaining contact details of landowners)	SR IG	Introductory letter requesting views on agricultural issues ready for circulation to farmers and landowners.
6.9	RAF Benson	CK	revision to outline draft circulated.

DT noted that professional advice may be required in connection with 6.7 regarding technical details to do with flood risk. The Chair requested a paper setting out the scope of any technical assistance that might be needed. **Action: DT.**

5 Any Other Business

IG informed the Group that the Parish Council had recently obtained professional advice on road safety and traffic management across the parish. Potential road improvement schemes had been discussed with OCC Highways. However, implementation of any improvements would depend upon the availability of funding.

It was proposed that Ricardo Rios, the SODC NP representative, be invited to attend the next meeting. **Action: BT.**

6 Next Meeting

The date for the next meeting is 11TH July at 7:30pm in the rear room of the Berrick Salome Village Hall.

There being no further business the meeting closed at 8:35pm.

Signed Chairman

Date