

**MINUTES
BERRICK SALOME PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP
18TH MAY 2017**

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in the Berrick Salome Village Hall on Thursday 18TH May 2017 at 7:30 pm.

Present:

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

1. Apologies for Absence

Sue Lyons (SL)
Brian Tracey (BT)

2. Minutes of Previous Meeting

The Minutes of the previous Group meeting, held on 13TH April, were unanimously approved.

Item 4: IG reported that the Parish Council had submitted the NP Area Designation application form to SODC.

3. Survey Questionnaire

The latest version, draft no. 4, was tabled. A number of minor amendments to the text were suggested. Several Members raised concerns over the structure of the questionnaire and the way in which various questions were framed and requested time to allow for further consideration. It was agreed that members of the Group should submit any suggested amendments or alterations by email to IG as soon as may be.

Members opined that the explanatory notes accompanying the final version of the questionnaire needed to be presented in a clear, engaging and concise manner so as to encourage recipients to participate in the survey.

Following discussion on the circulation of the questionnaire to parishioners and other parties having an interest in the parish, it was decided that the questionnaire would be distributed as paper copies, one per address. It was further agreed that the questionnaire would not be circulated *via* email or otherwise made available in electronic form. The Group noted that suitable

arrangements would need to be put in place for recipients to return their completed questionnaires to the PC.

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	Fresh copies of revised Draft circulated - comments, including an alternative version, received.
6.2	History and Social Infrastructure	DS	Preliminary research under way.
6.3	Design Policy	BT	Commenced.
6.4	Infrastructure (roads, bye-ways, telecoms, water, sewage, etc.)	RP	Draft circulated to Members - comments received. Drainage including sewage to be moved to section 6.7
6.5	Community Facilities Policy	SR	Draft circulated - comments received.
6.6	Environment and Green Infrastructure	CC	Draft circulated - comments received.
6.7	Flood Risk Management	DT	Not yet started. Section title to be changed to " <i>Drainage and Flood Risk Management</i> ".
6.8	Agricultural Needs (to include obtaining contact details of landowners)	SR IG	Contact details of all landowners obtained. Draft in progress.
6.9	RAF Benson	CK	Draft outline circulated - comments received.

Further section drafts and revisions to be circulated to Members by email in the usual way.

5 Any Other Business

A example of a 'road map', showing the key stages and estimated timescales for the production of the NP was presented. The Group was of the opinion that a 'road map', in one form or another, would be a useful tool.

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

6 Next Meeting

The date for the next meeting is 13TH June at 7:30pm in the rear room of the Berrick Salome Village Hall.

There being no further business the meeting closed at 8:40pm.

Signed Chairman

Date