

**MINUTES OF THE MEETING OF
HELD VIRTUALLY VIA ZOOM ON TUESDAY 23RD MARCH 2021 AT 7.00 PM**

All NDP SG meetings will be held virtually via Zoom until further notice, in accordance with Government Regulations. Meetings are recorded for the use of the Minutes Secretary only.

PRESENT

Steering Group: Mr Jock Rainey (Chair), Mrs Clare Malyon (vice-chair), Mrs Lesley Blay, Mr Roger Ingles, Mr Kevin Payne, Mrs Deborah Pritchard, Mr Graham Tyler, Mr Tim Willis (Project Manager) and Cllr Laurie Wright.

Co-ordination Group : Cllr Miss Tracie Ball and Cllr Robert Grainger.

Plus: Cllr Tim Harvey-Smith, Mr Nick Wongsam and Mrs Maria Meede (Minutes Secretary).

OPEN FORUM

Mr Rainey opened the meeting and welcomed everyone, especially Mr Wongsam who was attending the meeting to help with a later agenda item. There were no questions or queries raised under the open forum part of the meeting.

74. APOLOGIES FOR ABSENCE

There were no apologies for absence given for this meeting.

75. DECLARATIONS OF INTEREST (existence and nature) for items on the Agenda

Mrs Malyon confirmed she will be updating her Declarations of Interest form to take into account a recent change in circumstances relating to her husband's employment. The Chairman advised that members could declare an interest later in the meeting should this become apparent for any agenda item.

76. APPROVAL OF MINUTES FOR 23RD FEBRUARY 2021

All members of the NDP Steering Group had been given the opportunity to review the minutes of 23rd February 2021 prior to the meeting.

Cllr Wright raised a query about the history of the Housing Consultation, and then following a discussion Cllr Miss Ball proposed approving the minutes, which was seconded by Cllr Wright and the motion was passed.

RESOLVED: The minutes of the Steering Group meetings held on 23rd February 2021 were approved for adoption by those who had been present at the meeting. The Zoom recording for the February meeting will now be deleted.

77. CORRESPONDENCE

There was no correspondence to note.

78. VICE-CHAIR REPORT

Mrs Malyon reported that she had attended the February Parish Council meeting and advised that the response to the NDP being forwarded to RBC was mostly positive. There had been some initial concerns that the Parish Council had not had the opportunity to review the document before being submitted to RBC, but Mrs Malyon and the Parish Council Chairman had reassured Councillors it was purely for the 'health check' and not the formal submission. A question had also been raised about whether the comments Councillors made at the last review had been included, and Mr Willis confirmed that all comments had been considered and included in the draft plan where appropriate.

79. FINANCE

Cllr Miss Ball advised that there was nothing of a financial nature to report at the current time. She confirmed that the Parish Council had budgeted £2000 in the 2021-22 financial year as requested, for work relating to the NDP.

80. PROJECT MANAGER: REPORT ON PROGRESS AND THE NEXT STEPS

Mr Willis (Project Manager) advised that the draft plan is still at RBC for the 'health check' and the initial feedback from RBC is generally positive. RBC are currently preparing a table of comments on the draft plan and have highlighted a couple of areas for consideration. The main two areas for consideration include specific points in relation to housing allocation and designation of green spaces, and Mr Willis suggested that the Co-ordination Group would be best placed to look at the highlighted areas. Cllr Grainger and Mrs Malyon agreed that the Co-ordination Group should meet when appropriate, and that certain points highlighted by RBC were expected and would be easy to respond to.

Mr Willis confirmed that once the draft plan is returned from RBC, it will be seen again by Avon Planning Services who will assist in responding to/actioning the comments, and then once the draft plan is approved by the Steering Group it will then be formally submitted to the Parish Council (who are the Qualifying Body).

The Chairman gave thanks to all members of the Co-ordination Group who had worked so hard and contributed to getting the draft plan to this stage and was pleased to hear that RBC had responded so positively. Steering Group members agreed, and were especially pleased that the NDP was now moving forward so quickly.

Cllr Wright asked the Steering Group to consider writing to the Planning Inspectorate in relation to the Allotment Land Planning Appeal, to advise them of the current position of the NDP (and the fact the plan is no longer in its early stages). Mr Willis confirmed that the original letter sent to RBC by the NDP would be forwarded to the Planning Inspectorate, but agreed that the NDP had moved on significantly over the past few months, and so felt a letter indicating this would be a good idea. Following a discussion, Cllr Wright proposed that the Project Manager write to the Planning Inspectorate to advise of the current status of the plan, which not only reflects the position of the NDP, but also all the hard work which had been put in. This proposal was seconded by Mr Tyler and the motion was passed. Cllr Miss Ball agreed to assist Mr Willis with the letter.

81. NDP CONSTITUTION AND TERMS OF REFERENCE

Cllr Miss Ball suggested that a reference be made in the NDP Constitution and Terms of Reference to reflect the resolution made in the February Steering Group meeting, that 'the Co-ordination Group suspend regular scheduled meetings, and instead meet by exception as and when required'. Following a brief discussion Cllr Wright proposed that the reference be made in the NDP Constitution and Terms of Reference, which was seconded by Mrs Malyon and the motion was passed.

RESOLVED: For a reference to be made in the NDP Constitution and Terms of Reference, confirming that the Co-ordination Group suspend regular scheduled meetings, and instead meet by exception as and when required.

82. NDP LAYOUT AND ARTWORK

The Chairman invited Mr Wongsam to talk to the Steering Group about proposals to work on professionally improving the artwork and layout of the NDP document.

Mr Wongsam introduced himself, and then went through a presentation showing members examples of layout options, and making recommendations on aspects such as layout, type faces and typography. Following a discussion and brief answer and question session, the Chairman suggested that a small sub-group work with Mr Wongsam on the finer details, and Mr Willis agreed that the NDP Group would benefit from the expertise in pulling the plan together.

Cllr Miss Ball suggested that Mrs Jessica Ramsay (who used to be a member of the NDP Working Group leading on communications) may wish to be involved. The Chairman felt this would be a good idea, and agreed to contact Mrs Ramsay to see if she would be willing to be part of the sub-group working with Mr Wongsam.

Mr Wongsam advised that he normally charges £20 an hour for his time, any that for the NDP he will keep a log of his time and will not charge more than £5 per page of the document. Mr Rainey proposed accepting the quote from Mr Wongsam, which was seconded by Mr Tyler and agreed unanimously. Cllr Miss Ball will liaise with Mr Wongsam to arrange an initial payment within this financial year.

RESOLVED: For Mr Wongsam to be instructed to work on the NDP document, at a maximum cost of £5 per page of the document.

83. CONFIRMATION OF THE 2021 MEETING SCHEDULE

The meeting schedule for 2021 was discussed, before Mr Ingles proposed endorsing the document. This was seconded by Mr Payne and agreed unanimously.

RESOLVED: For the 2021 meeting schedule to be endorsed.

84. ANY OTHER BUSINESS

There were no items raised under this agenda item.

As there were no further items for discussion, the Chairman thanked everyone for attending, and closed the meeting at 8.35pm.

The next SG meeting is due to take place on Tuesday 27th April 2021 at 7pm via Zoom.

Further meetings are scheduled for 25th May 2021, 22nd June 2021, 27th July, 2021, 24th August 2021, 28th September 2021, 26th October 2021 and 23rd November 2021.