

## Thrupton Parish Neighbourhood Development Plan Steering Group

Minutes of a Meeting held 8<sup>th</sup> February 2018 at Thrupton Memorial Hall

Present :

Kate Phillipson (Chair)

John Davis

Simon Watson

Liz Watson

Mike Windsor

Apologies:

Steve Counsell

Bill Brewer

Alan Leslie

Louisa Chamberlain

1. The minutes of the last meeting had previously been approved by email. They have been provided to the PC. The minutes are not available electronically at present as the village website is down.
2. The draft consultation document provided by SD was considered. All agreed that it looked fabulous. Not everyone had been able to read the document carefully due to other commitments, and a number of members of the group had been unable to attend the meeting at short notice.
3. Some points were discussed in general terms. These were:
  - a. Need to look at phrasing re threats etc .
  - b. Para 5.38. SCs points were considered. The parish councilors present did not think that they were wholly accurate and it was **agreed that MW and JD would liaise with the parish clerk and provide a clear statement about the drainage situation.**
  - c. Para 7.6. SD to be asked to look carefully at the wording of the survey and that their phrasing can be justified in the draft document. **KP to provide SC's para to set out his position/concerns.**
  - d. Para 7.7. SD to consider the wording of this paragraph having considered SC's comments. Those present thought the sentence was factually accurate but wondered whether it was a case of timing in that if two smaller houses had been sold then the situation would be very different.
  - e. 7.23 – The type of 'affordable housing' needs to be made clear – **KP to provide SC's para to explain.**
  - f. Re HD 5 and 8 – The group are keen to ensure/promote the use of the lifetime standard/M4(2) in all development. There was a concern that requiring it specifically to any development for the over 60s would deter development for that age group. The benefits of the features of the LS /M4(2) would also be significant for the disabled and young families. **KP to report back to SD.**

- g. KP and SC's notes re typos etc to be combined and sent to SD.
- 4. To give all members of the SG the opportunity to consider the draft document it was decided that **all SG members** are asked to consider the draft document AND by **Wednesday 14<sup>th</sup> Feb**
  - a. **Provide KP with any comments they have other than those already made within these minutes and the notes from KP and SC. OR**
  - b. **Request that another meeting is called to discuss the document.**
- 5. JD explained the progress in respect of the new village website. He is hoping that it will be up and running for the March PC meeting but this cannot be guaranteed. The NP will have its own window. KP will clarify with SD what needs to be available for the consultation and how that should be 'packaged' on the site [are they going to give us a draft NDP that contains everything (inc ref docs etc) or just the draft they have sent through and then expect us to copy the supporting docs over from the dropbox].
- 6. **It was agreed that it would be appropriate to brief the PC on the draft prior to the APRIL PC meeting.** MW and JC felt that March would be too tight a timescale and the group agreed that an April launch will allow us certainty of the website/dates etc. The intent is that the corrected/finalized version of the draft will be submitted to councilors about 10 days before a briefing by KP and any other members of the SG who can/wish to attend. KP to liaise with CMW re this proposal and, if agreed, identify a date in the second half of March when KP is available.
- 7. The clerk will be invited to the briefing.
- 8. **The draft plan will be formally considered for approval at the April PC meeting. LC and SW to present in KPs absence.**
- 9. It is anticipated that Consultation period will commence on Friday 6<sup>th</sup> April for 6 weeks and close on Monday 21<sup>st</sup> May 2018 [note for group – have made it just after the weekend so that we can fit in a collection/give a little more time for responders if prompted by collection].
- 10. **Consultation methods** – the following were considered
  - a. April TT to include a flyer with information on the consultation AND a consultation response form.
  - b. Presentation in Hall
  - c. Specified dates when copies will be available in the Hall for reading [consultation response forms to be available].
  - d. Offer to take to those who cannot travel/do not have access to a computer
  - e. Collection date to encourage/remind/prompt.
  - f. Collection points etc as normal.
  - g. Email and written response options also to be available. KP to check with SD whether responses NEED to go to the Parish Clerk or whether we can use the NDP email address.
  - h. SW to manage responses to the consultation and prepare a suitable database to record receipt, content and consideration.
- 11. KP confirmed that BB is liaising with SD re invoices etc.

12. The proposed piece for the TT was not included in this months' newsletter. KP has liaised with Richard Smart (new editor) and explained our reliance on the TT.
13. KP has been in touch with Anton Printing to get a ballpark figure for hard copy printing of the draft plan. Edward fennel anticipated about £15 per copy for about 85 pages in colour and with photos.
14. Meeting Closed 9pm.

[Not part of minutes]

Anticipated time line

Next week – comments/call another meeting  
SD to have comments to date to consider

Around 25<sup>th</sup> ish Feb - SD to get revised version to us.

7<sup>th</sup> March + - Just after next PC mtg, draft plan to be sent to Parish Councillors to read through.

After 19<sup>th</sup> March - KP/SG to hold briefing session for Parish Councillors

After briefing - Preparation of hard copies etc [if we can't do it until after the April PC meeting then start date of consultation needs to go back a bit more....might that be an idea anyway???].

KP to prepare letters for landowners/stat consultees etc.

4<sup>th</sup> April – PC meeting. LC and SW to present the plan and PC to consider whether they accept it and wish to put it forward for consultation.

6<sup>th</sup> April – 21<sup>st</sup> May Consultation. Will slip if cannot print etc until after PC meeting.

Early June – long meeting (?Saturday etc) to work through responses individually.