

Neighbourhood Plan Steering Group Summary 2019-01-30

Present: Ray Watkin, Cheryl Wall, Deirdre Vernon, Mike Lynch, Andrew Gibbs

1. Apologies were accepted from Paddy Deeley, Liz Saxon, Kristin Watkin
2. The meeting summary 12-12-2018 was confirmed. The following actions were addressed
 - Ray developed the outline draft of the NP and Paddy tidied up the word processing to produce NP draft 2. Draft 2 was not circulated to Parish Councillors. Draft 3 will be once it is developed.
3. Initial thoughts on the outline NP draft 2
 - After a discussion where the Chair might have been considered to have ridden rough shod over NPSG by including policy IH5 on developing Solar Energy Farms. Matters were amicably resolved since local renewable energy production is encouraged in the draft NP.
 - A number of textual amendments were agreed and thought was given to resolving some of the questions posed in draft 2.
 - It was agreed that Draft 3 should be produced which will include a range of supporting maps and photographs.
4. The 'World Café' approach to developing Draft 4
 - i) When, where and how to invite people?
 - NPSG decided to go for a Sunday morning – 17 or 24 March 10.00am to 1.00pm
 - The gathering to take place in the Village Hall.
 - It was agreed that people will be invited from a range of groups associated with Burton Green (eg Residents Association, WI, Wine Club etc) with up to 72 people taking part (12 tables of 6?)
 - Coffee will be provided on arrival and participants will enjoy a bacon batch (vegan alternative) to sustain them during the event.
 - ii) How to resource the gathering?
 - NPSG agreed that a professional facilitator will be appointed to manage the process.
 - Available on the day will be Draft 3 NPs; Resident Survey reports and Housing Needs survey reports in colour.
 - A sheet explaining the abbreviations used in Draft 3
 - iii) How to structure the meeting?
 - The actual structure to be agreed between Ray and the appointed facilitator, but will probably be along the lines of
 - Coffee and welcome
 - Brief presentation by Ray
 - Facilitated approach (decided by Facilitator) to take the gathering through Draft 3 and arrive at a collective view on what should be in; out; modified.
 - The shape of Draft 4 to be agreed by everyone present with dissenting voices acknowledged and recorded.
5. Thoughts of how to progress the NP to submission Stage
 - February PC meeting to approve Draft 3 and agree to the process to get to Draft 4
 - Community gathering on 17 or 24 March to develop draft 4

- Draft 4 to be produced by NPSG, involving WDC and Neil Pearce, hopefully by June/July
 - Concurrently, the Evidence, Reasoning and Justification (ERJ) document will have to be drawn up
 - By October 2019 to have a NP at the Submission stage
 - Referendum on the NP during November/December
 - Adoption before Crest-Nicholson embarks on phase 2 of their housing development.
- (This is very ambitious but worth having a go at!)

6. Evaluation Report:

- How effective has the meeting been?
It was an important meeting. Draft 2 was interrogated to provide the shape to Draft 3 and actions decided to ensure Draft 3 should be with the PC for the February meeting. A timeline to get to the submission and referendum stage was also mapped out.
- Key points from the meeting.
See above and the action points below
- What issues remain unresolved?
 - Correcting and completing the text to get Draft 3
 - Including maps and photos into draft 3 where appropriate

Actions for the next meeting:

- Ray to correct and complete the text.
- Andy to research significant trees in the NP area to support Policy EL1 and obtain correct footpath identification for footpaths in NP area.
- Cheryl to write 2.4.3 on the village hall and provide Pete's email for Ray to progress on the facilitator front.
- Deirdre to get the footpath maps and provide and help insert photos to support draft 3 and email Vic to find village hall availability 17 or 24 March
- Ray to contact Simon Purfield re cost of 12 coloured Resident Surveys
- Andy to produce 12 Housing Needs Surveys in colour.

Date of the next meeting – to be announced following the February PC meeting