

BARNWELL NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDPWP)

Minutes of the Meeting held on Thursday 4th February 2021 via ZOOM at 7.00pm

Present: H Hanlon (Chair), T Herring, S Utley, J de Bock , G Wise. H Veegar, B Pallash, W de Bock, B Pallash

In attendance: Mrs N Phillips (Parish Clerk),

1	Meeting forum acknowledgment Given the situation with Covid it was not practical to publicise this as a formal meeting to the broader public and is as such considered an informal full Working Party meeting.
2	Welcome & introduction HH thanked all for attending
3	Appointment of secretary Resolved: No secretary appointed therefore NP will take the minutes.
4	Vacancy of Vice Chair Resolved: That B Pallash be appointed as Vice Chair.
5	Confirmation of current NDPWP members (<i>ref terms of reference declaration doc</i>) Resolved: All attendees confirmed as members, any other person to be approved by the Parish Council (PC) before confirmation as a member.
6	Application of NDWP terms of reference (<i>ref terms of reference doc</i>) Decision making process including voting mechanism Resolved: That a motion be carried by a majority vote and the Chair has the casting vote. Roles within the group Resolved: JdB and WdB - environmental issues, JC design, SU- amendments and additions to NHP, HV – boundary issues, GW, BP, TH no defined roles Meetings and communications within NDPWP Resolved: That ZOOM meetings to be continued whilst under COVID restrictions. That all members look at the site criteria and scoring and pass on comments to SU to collate a list of questions to be put to the Consultant at the February 9 th meeting for clarification. Extra criteria to be submitted to Consultant to check for relevance. Meetings and communications with third parties Resolved: That all documents produced to date be collated and posted on the Parish Council website for ease of access. Poster directing residents to website to be put on to the village noticeboard. Information to go into the next PC newsletter Meetings and communications with Parish Council Resolved: That the PC be asked if it can provide funding for the Parish Clerk to attend meetings and take minutes. Documentation on meetings and correspondence Resolved: That NP produce minutes and circulate. That the Design Statement be presented to the PC for approval and posting on PC website

7	<p>Overall update on current status (HH)</p> <p>Milestones met to date Resolved: to ask Consultant if progress is being made correctly and that all procedures are correct.</p> <p>Open items None</p> <p>Steps to complete timetable Resolved: To finalise Site Assessment Criteria. PC to review and approve Plan before final stages can be completed.</p>
8	<p>Update on core documents (HH)</p> <p>Neighbourhood Plan (<i>ref NHP doc</i>) Feedback on draft - none</p> <p>Design Statement (<i>ref Design Statement doc</i>) Feedback on draft – none. The Design Statement should be reflected in the site assessment criteria and in the NHP</p> <p>Site Assessment Criteria (<i>ref draft Site Assessment Criteria doc</i>) Benefits of completing site assessment – no conclusion. The NHP will set the criteria against which the planning authority will use to judge a planning application therefore the criteria needs to be strong enough for this process. The criteria should be drawn up from the questionnaire and the Design Statement</p> <p>Review of Site Assessment Criteria All members to look at and carry out a self-assessment of criteria and scoring with suggestions of ones to be added, amended or removed before passing on to SU for collating and then for examination be the Consultant to check that criteria is sufficiently strong.</p> <p>Review of potential sites and rationale The planning status of one possible development site was questioned as the NHP is referenced by the local authority even though the NHP is not yet in place. To date no application has come before the PC and it is thought that the reference is just standard.</p> <p>Options and purposes of site assessment (<i>and potential vote on proposal from group</i>) Not addressed</p>
9	<p>Follow up questions for Colin</p> <p>SU to collate questions to be put to the Consultant at the February 9th meeting</p>
10	<p>Date of next meeting</p> <p>Resolved: to meet on Tuesday February 9th at 7.00pm NP to circulate ZOOM login details</p>
11	<p>Any other business</p> <p>None</p>
12	<p>To close the meeting</p> <p>The meeting closed at 8.00pm</p>

Signed:

Dated: