

# LAZONBY NEIGHBOURHOOD PLAN

## STEERING GROUP MINUTES

**Subject**                                **Steering Group Meeting**

**Date of Meeting:**                    17 November 2016

**Location of Meeting:**            Lynwood, Lazonby

**Attendees:**

**Name:**

Gordon Malcolm (GM);  
Cllr Peter Minihan (PM)  
Cllr Virginia Minihan (VM)  
Cllr Gordon Nicolson (GN)  
Cllr Chris Hill (CH)  
Roger Campbell (RC)  
Neil Kennedy (NK)  
Lorraine Smythe (LS) – ACT

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ITEM		ACTION
1.	<b>Apologies</b> Apologies were received from Kayleigh Lancaster (KL) who is on holiday and leaves EDC on 30 November.	
2.	<b>Matters Arising from September minutes</b> <ul style="list-style-type: none"><li>• The Design Guide is not a Statement – it supports Policy D3.</li><li>• Policies have been re-written after feedback from KL.</li><li>• The Plan is to be dated 2014 – 2029.</li><li>• Advice on which sites could be counted in (eg The Meadows) was sought from KL and housing sites table amended accordingly.</li><li>• Confirmed that 33 dwellings per hectare was correct for density calculation.</li><li>• JN started Summary leaflet but then felt he had no more to give and so has left Steering Group.</li></ul>	
3.	<b>Draft Plan</b> <ul style="list-style-type: none"><li>• Everyone had received an on-line copy of the draft plan to read through before the meeting and hard copies were available at the meeting. Minor amendments were made through Sections 1 &amp; 2. The Policies were all read through and explained by GM to which all agreed and from which arose questions to send to the Consultants.</li><li>• There was some discussion about the number of dwelling number calculated but it was decided that the numbers should be left as stated for now, pending advice from the Consultants. Also discussed was whether a café should be specified in Policy B3.</li></ul>	

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	<ul style="list-style-type: none"> <li>Section 11 (Planning Gain) was discussed and it was agreed that Consultants should be asked how to phrase our wishes.</li> <li>Everyone was asked to look through the Design Guide and Basic Conditions Statement and send comments back to GM by 22.11.16 for him to amend.</li> <li>A list of questions were drawn up to be sent to the Consultants.</li> </ul>	<b>GM</b>
<b>4.</b>	<p><b>Plans &amp; Maps - EDC</b></p> <p>GM and VM have a meeting with Angela Dixon, the Mapping Technician at EDC on 21.11.2016. This is to turn all the hard copy plans and maps into pdf documents ready for inclusion into the draft Plan. Any charge for this is to be sent to Chris Hoy to pay from the LNP finances.</p>	<b>GM VM</b>
<b>5.</b>	<p><b>Distribution of Summary Leaflet</b></p> <p>GN distributed the printed hard copies of the Summary leaflet along with details of the areas to be covered and it was agreed that leaflets should be with each household in the parish by the end of November.</p>	<b>GN GM VM PM NK RC CH</b>
<b>6.</b>	<p><b>Grant Extension and Health Check</b></p> <p>GN explained that the grant of £2,600 to cover on-going expenses has been extended to 31 January 2017. This will cover the Public Consultation; the Submission Documents (draft Plan, Consultation Statement, Design Guide, Basic Conditions Statement) being sent to the Consultants for Health Check; the formatting and assembly of the Submission Pack (post pre-submission health-check) to send to EDC and production of 600 copies of an 8 page executive summary to send to all residents of the Parish.</p> <p>In the lead up to this we need to organise another Public Consultation meeting to allow parishioners to ask questions before the Referendum is announced. Although there was some discussion as to whether this was necessary at this point it was suggested that VM should sort out availability of the Village Hall and book a date as late as was possible considering the finances.</p> <p>VM will collate all questions that need to be asked of the Consultants and forward to GM and GN. GM will put all amended submission documents on to a CD and send to GN to compile everything (including a hard copy of the draft Plan) to send on to the Consultants to enable them to start the Health Check/desktop review.</p> <p>The second grant from Locality will run from February 2017.</p>	<b>VM  VM GM GN</b>
<b>7.</b>	<p><b>Timetable</b></p> <ul style="list-style-type: none"> <li>Position Statement delivered to all properties in the Parish by November 30<sup>th</sup></li> <li>Submission pack sent to IPE for Desktop review at beginning of December</li> <li>Redrafting of Submission pack documents from comments made by Consultants by end of December if possible</li> <li>Documents sent out to all statutory bodies for 6 week consultation period</li> <li>Meeting with EDC – January 2017</li> <li>Executive Summary distributed to all residents of parish – February 2017</li> <li>Public Consultation meeting – February 2017</li> <li><i>Submission pack to EDC – March 2017</i></li> <li><i>Independent Examination – May 2017</i></li> <li><i>Referendum – June 2017</i></li> <li><i>Adoption – July 2017</i></li> </ul>	

8.	<p><b>AOB</b></p> <p>Consultation Statement will need to be continually updated to take account of future meetings (Appendix F - Timeline of Meetings) and future public consultations (main statement)</p>	<b>VM</b>
9.	<p><b>Date of Next Meeting</b></p> <p>To be decided when response received from IPE doing Desk top review.</p> <p><b>Sub-Note: The Village Hall has been booked for a Public Consultation Meeting on Saturday 11<sup>th</sup> February 11am (10.30am set-up) – 1pm (1.30pm clear away)</b></p>	