

LAZONBY NEIGHBOURHOOD PLAN

STEERING GROUP MINUTES

Subject **Steering Group Meeting**

Date of Meeting: 19 April 2018

Location of Meeting: Lazonby Village Hall

Attendees:

Name:

Gordon Malcolm (GM)
Cllr Virginia Minihan (VM)
Cllr Peter Minihan (PM),
Cllr Chris Hill (CH)

ITEM		ACTION
1.	Apologies Cllr Gordon Nicolson (GN); Neil Kennedy (NK); Roger Campbell (RC)	
2.	Matters Arising from January minutes None	
3.	Feedback from EDC regarding missed Consultees <ul style="list-style-type: none">• When docs were submitted to EDC in January 2018 for Regulation 16 Consultation to commence, their consultant pointed out that some of the statutory Consultees had been missed.• It was pointed out to EDC that we were working from the list of Statutory Consultees that had been given to the Steering Group by Fergus McMorrow who was the Neighbourhood Planning Officer for EDC when the first round of consultations were undertaken.• It was decided that, if we moved ahead without consulting these 'missed Consultees' then we would likely be asked to consult them by EDC as part of the feedback from the Regulation 16 Consultation.• Thirty-nine extra bodies were consulted for another 6 week period, and replies were received from two.	

<p>4.</p>	<p>Responses to February – April Consultation Comments.</p> <ul style="list-style-type: none"> • The responses received from Network Rail and The Woodland Trust were sent round to all members of the Steering Group via email. • A Summary of these comments were added to a spreadsheet and distributed to all present at the meeting for discussion. • The agreed LNP responses were added to the spreadsheet for inclusion in the Consultation Statement. • The original documents from Network Rail and The Woodland Trust to be added to the Consultation Statement Appendices. • Agreed amendments to be made to the draft Plan. • All documents to be turned into Pdf format and submitted to EDC in electronic format along with an updated letter asking for the Regulation 16 Consultation to start. 	<p>VM</p> <p>VM</p> <p>GM</p> <p>GM</p>
<p>5.</p>	<p>Housing allocations and completions 2014 – 2029 spread sheet</p> <ul style="list-style-type: none"> • It was agreed that a register of the housing allocation and completions should be held by The Clerk to Lazonby Parish Council. This would be updated regularly to allow revision of the Plan in the future. • It was suggested that the table should include: <ul style="list-style-type: none"> Site Name Application and date Number and type of property Outcome Date of Completion Comments • It was felt that it would be useful to keep a register to help when the Plan is revised in 2029 and to keep track in terms of the 5 year housing supply over the period of the Plan. 	<p>Clerk to LPC</p>
<p>6.</p>	<p>Grant Update</p> <ul style="list-style-type: none"> • GN advised that: - <i>The print material will require review when we have the final version of the plan, the accompanying documents and the projected date for the referendum. Amendments can be incorporated into the existing drafts, which have been endorsed by Group members. I will then check prices and delivery times with Reeds.</i> - It was agreed that this would take place after the Regulation 16 Consultation comments have been received from EDC. • GN advised that: - <i>We have funds available in our grant account to cover necessary expenditure relating to the final stages of the process. We are prima facie eligible for further support but this will need to be confirmed via a formal application. Applications take about two weeks to process and we should not incur expenditure until the grant is approved.</i> - It was agreed that the grant would be applied for once the Referendum date is known. <p><i>Grant items include:</i></p> <ul style="list-style-type: none"> • <i>Printing and publicity costs</i> • <i>Room Hire for the expected number of meetings.</i> • <i>Consultation event[s] if any.</i> • <i>Incidental expenses</i> 	<p>GN</p> <p>GN</p>

7.	Pre-referendum and Summary Leaflet <ul style="list-style-type: none"><li data-bbox="268 232 1082 264">• This will be put on hold until the Referendum date is announced.	
8.	AOB <ul style="list-style-type: none"><li data-bbox="268 315 1082 347">• A new NPPF is out for Consultation, which will end in May 2018.	
9.	Date of next meeting <ul style="list-style-type: none"><li data-bbox="268 398 858 430">• To be arranged when EDC get back in touch.	