



SHERFIELD ON LODDON PARISH COUNCIL

PLANNING SUB-COMMITTEE FOR THE NEIGHBOURHOOD PLAN

Minutes of PSCNP meeting held on 1st September 2014

Present – Bruce Batting (Chairman), John Darker, Bryan Jenkins, Natalie Larner and Peter Hayes (Minutes).

Apologies – Kym Greener, Alan Ball.

One member of the public attended as an observer.

1. Minutes of meetings of 18/8/14 and 20/8/14

Both sets of Minutes were approved as providing accurate records.

2. Matters arising not on the agenda

Clarity was established regarding 'AOB' on meeting agendas. The PSCNP follows PC rules where matters cannot be discussed without prior notice to the public. 'Items for future meetings' will be used instead.

3. Communication between PSCNP and the Forum

There was discussion of the frequency of Forum meetings. The choice was between retaining the bi-monthly cycle, holding them monthly or calling meetings when there was something definite to say. It was considered important that the public was kept properly informed of meetings so that they did not come 'cold' to them. One meeting a month was too much in the light of two PSCNP meetings per month. In the interest of keeping the public informed and involved it was decided to keep the bi-monthly cycle. It was agreed that material would be prepared to discuss at the next meeting: BB to work on communication, vision, and environment and sustainability.

4. Distribution of i) summary report of questionnaire and ii) finalisation of full questionnaire results document

- i) Discussion centred on distribution in Taylor's Farm and it was decided that sufficient volunteers had come forward, or could be found, to do a door to door delivery. NL would co-ordinate in liaison with James Read and Joyce Bowyer. BB would provide contact details for NL. Other groups, eg the young mothers & 0-5s had offered support.
The 1700 print run would remain. PH to organise one proof copy for checking: distribution (to the village and TF) should commence by Wed. 10th September with completion within 2 weeks.
- ii) There was agreement that the Full Report should be professional and free-standing. The print specification was clarified, together with a distribution list. PH to send the final version to the three consultants prior to publication; Committee members were asked to give their views on structure and content. PH to get a



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quote from Greenhouse Graphics for 15 copies with a price for run-ons of 5 copies; this would be considered by the PC on 10th Sept.

5. Updates on drafting policies

Discussion included agreement on a sequence of tasks in relation to the Plan; these would include the statement of community involvement which might come first: BB offered to draft this statement. An update on the Project Plan (ganttt chart) was expected from Brian Whiteley; this plan would be used to guide future meetings.

There was nothing significant to report on the process of policy writing which would continue.

6. Items for future meetings

- i) Apply for Locality funding extension after the indicative closing date of 31st Dec.
- ii) Project Plan
- iii) Organising a structure for key evidence base documents on website
- iv) Follow up to Sue Jobbins' workshop (20th Aug.) on consultant groups
- v) Small board display for NP and presentations to different groups
- vi) Identifying local housing need
- vii) Vision statement, objectives and policies.

7. Dates of future meetings

PSCNP – 18th September (7.30 pm); Forum – 16th October (7.30pm).