



SHERFIELD ON LODDON PARISH COUNCIL

PLANNING SUB-COMMITTEE FOR THE NEIGHBOURHOOD PLAN

Minutes of PSCNP meeting held on 2nd October 2014

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

Guest speaker: Brian Whiteley (Planning Aid England).

Apologies – Kym Greener, John Darker.

1. Minutes of meeting 18/9/14

The Minutes were approved as providing an accurate record.

2. Matters arising not on the agenda

- i) Item 2: copies of the Full Report of the Questionnaire were now available and PH would distribute these to the 8 agreed premises on 7th Oct for parishioners to browse. Additional copies were available for the public to order;
- ii) Item 3: Alex Munro (Maroon Planning) would be invited to the next meeting on 22nd October to address housing issues and specimen housing policies;
- iii) Item 6: BJ explained that he had now linked the structure for key evidence base documents to the Project Plan format provided by Brian Whiteley (see item 4 below).
- iv) Item 7: Sue Jobbins will draft questionnaires for harder to reach groups who will be consulted (early 2015). The Committee can customise these as appropriate.

3. Project Plan

- **Onto the website:** BJ demonstrated how he had set up the sections and appendices for the key evidence base documents and how to move from the contents page to the sections mapped to the timeline. He had used content from the 'Checklist when drafting a Neighbourhood Plan' (PAE) to guide each of the sections; the product would provide the opportunity to allocate tasks and embed them in the work plan. BW queried how this kind of information might be presented to the public on the web: he cited the Road Map from Woodcote NP which presented graphically the key activities together with dates, meetings and deadlines on a single A4 page. He also tabled Woodcote's 'How robust project management can help deliver a Neighbourhood Plan'.
- **Volunteer support:** There was discussion of the need to recruit more volunteers to do particular tasks for the Plan: suggestions included looking at the skills available within the community and utilising the Forum to identify suitable persons. **Action:** BW said that he would look into using PAE volunteers eg Phil Turner, to provide help with writing policies.
- **Objectives and policies:** BW provided advice on issues in relation to the intended policy areas: housing, business & employment, leisure & recreation and infrastructure. **Action:** BB to approach planners at BDBC for contacts for each utility provider.



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- **Steps in the Project Plan:** BJ went through the sequence of tasks required for the Project Plan advising on how long they would be likely to take; he recommended an executive summary be prefaced to the consultation document for the draft Plan. BB concluded by proposing that the current focus of the Committee should be on building the evidence base and putting policies on one side.
4. **Date of next meeting:** 22nd October at 7.30pm.