

**MINUTES  
BERRICK SALOME PARISH COUNCIL  
NEIGHBOURHOOD PLAN STEERING GROUP  
12<sup>TH</sup> SEPTEMBER 2017**

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in the Berrick Salome Village Hall on Tuesday 12<sup>TH</sup> September 2017 at 7:30 pm.

Present:

Brian Tracey (BT) (Chair)  
Ian Glyn (IG) (Chairman - Parish Council)  
Chris Cussens (CC) (Parish Clerk)  
Ray Perfect (RP)  
Sarah Russell (SR)  
Derek Shaw (DS)  
Douglas Taylor (DT)  
Sarah Vaccari (SV)

**1. Apologies for Absence**

Sue Lyons (SL), Chris Kilduff (CK), Conrad Shields (CS)

**2. New Group Member**

CC introduced Sarah Vaccari (SV) who had recently volunteered to join the Group.

**3. Minutes of Previous Meeting**

The Minutes of the previous Group meeting, held on 17<sup>TH</sup> August, were unanimously approved.

**4. Progress on Survey Questionnaire**

It was noted that the final version of the Survey Questionnaire had been successfully printed and the copies distributed by hand to the households in the parish as previously agreed at the last meeting. CC reported that, to date, 20 completed questionnaires had been returned.

In order to encourage parishioners to return their questionnaires in good time it was agreed that email reminders be sent to all those on the Parish Council mailing list. **Action CC**

In addition it was proposed that banners, advertising the NP and the last date (30 September) for return of the questionnaires be displayed at strategic locations around the parish. A banner, prepared by Marion Shaw, was presented to the meeting. The Group considered it to be eminently suitable for the intended purpose and should be displayed at appropriate locations around the parish forthwith. **Action IG, DS, CC**

CC agreed to continue transferring the data from the returned questionnaires onto an Excel spreadsheet for subsequent analysis. **Action CC**

It was decided to convene an extra meeting following the last date for questionnaire returns for the specific purpose of discussing the results of the survey (please see Item 8 for date and venue).

IG reported that the NP letters to farmers had been sent on 8th September. In the event of no response within a reasonable period he proposed sending reminders. **Action IG**

The meeting agreed that further public consultation, particularly in regard to any key public concerns identified from the results of the survey, would be desirable and should therefore be a subject for discussion at the next meeting. In addition it was proposed that consideration should be given to holding a public NP 'drop in' session at the Berrick Salome Village Hall, possibly during the Christmas Fayre in late November.

**5. Housing Allocations**

**BT** advised Members that no written statement as to the pros and cons of allocating sites for new housing had been received from Mr Rios, the SODC NP representative. However **BT** proposed inviting him to the next meeting to discuss this issue. **Action: BT**

**6. Progress on NP submission document**

It was decided that it would be premature to discuss the first draft of the document in any detail until such time as the results of the survey were known and any necessary additional supporting evidence has been acquired.

**7. Any Other Business**

The meeting noted that additional supporting evidence may need to be obtained in respect of issues such as listed buildings, traffic and flooding. **BT** suggested asking Mr Rios what sort of evidence he thinks might be needed. **Action BT**

**8. Next Meeting**

The date for the next meeting is 10<sup>TH</sup> October at 7:30pm in the rear room of the Berrick Salome Village Hall.

An extra meeting (item 4 refers) to discuss the results of the survey will be held on 3rd October at 7:30pm at Sarah Russell's house.

There being no further business the meeting closed at 8:35 pm.

Signed ..... Chairman

Date .....