

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

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in the Berrick Salome Village Hall on Tuesday 15<sup>TH</sup> August 2017 at 7:30 pm.

Present:

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

**1. Apologies for Absence**

Sue Lyons (SL)

**2. Minutes of Previous Meeting**

The Minutes of the previous Group meeting, held on 12<sup>TH</sup> July, were unanimously approved.

**3. Survey Questionnaire**

The latest revision, draft 6, was tabled. Several minor amendments to the text were suggested. It was the opinion of a majority of the Group Members present, that the structure and wording of this latest revision were deemed satisfactory enough to proceed with the publication and distribution of the questionnaire. After discussion it was decided that:

- (a) a neatly formatted version of draft 6 (incorporating the suggested text amendments) shall be produced and circulated to Members for proof reading and any last minute amendments prior to submission to the printers; **Action CS**
- (b) 300 copies of the questionnaire will be needed. **IG confirmed** that the Parish Council will meet the printing costs;
- (c) Members shall deliver the questionnaires by hand. **CC** will allocate sets of delivery addresses to individual Members; **Action CC**
- (d) confirmation shall be obtained from the pubs that both are willing to act as 'post boxes' for returned questionnaires; **Action CC**
- (e) the latest date for recipients to return completed questionnaires will be the end of September.

- (f) the feasibility of obtaining banners to advertise the NP and encourage responses to the questionnaire would be explored.

**Action DS**

#### **4. Housing Allocations**

**BT** advised Members that he had received a circular email from SODC addressed to NP Areas across the District requesting information concerning any plans for allocating sites for housing. The reason stated for this request was to assist SODC in '*... considering the achievable level of development across the district*'. However, the email acknowledged that not all NP Areas were sufficiently advanced in their planning to provide such information. Following a discussion Members concluded that our Area was one of those not yet in a position to provide the information requested and that SODC should be advised accordingly. **Action: BT.**

As to whether or not our NP should include site allocations for housing development, Members felt that the question was premature and a decision on the matter should be deferred until our plan is more advanced. In the meantime, it was agreed that Mr Rios should be requested to set out in writing what he believes to be the pros and cons of making site allocations.

**Action: BT.**

#### **5. Progress on NP submission document**

A first draft of an NP submission document, prepared by **SL**, was tabled. The document consolidates the various separate NP sections that were drafted by individual Members and discussed at previous meetings. The structure of the document follows that of the Steeple Claydon NP which was used as a template.

It was decided to defer discussion of the first draft until the next meeting in order to give Members time to consider it beforehand. **Action: All.**

#### **6. Any Other Business**

The meeting noted that SODC requires sight of a costed **NP Project Plan** before paying out grant funds to the Parish Council. By way of an example of an NP project plan, **BT** tabled a template published on the 'My Community' website into which he had inserted estimates of timescales and budgets for several tasks. It was agreed that Members would review the various project tasks listed in the template and where feasible suggest possible timescales and budgets for those tasks thought likely to be relevant. **Action: All**

**7. Next Meeting**

The date for the next meeting is 12<sup>TH</sup> September at 7:30pm in the rear room of the Berrick Salome Village Hall.

There being no further business the meeting closed at 8:50 pm.

Signed ..... Chairman

Date .....