

## **Minutes for Tarset and Greystead Neighbourhood Plan Steering Group**

**Meeting Tuesday 28<sup>th</sup> April 2015.**

### **1. Introduction and Apologies.**

Present: Preston Hoggan (Chair), Megan Nixon, David Watkins, Jenny Ludman (Independent Consultant), Kevin Tipple (NCC) and Clive Coyne (NNPA).

As a point of information, Clive Coyne is now the official representative of NNPA. Jenny Ludman's attendance at meetings is now as an independent consultant.

Apologies were received from Mary-Lou Downie, John Holland, Darrell Jackson and David English (NCC)

### **2. Last meeting 24<sup>th</sup> March 2015**

The group met on 12<sup>th</sup> March 2015 to pack envelopes with an explanatory letter to residents plus a copy of the Draft Pre-Submission Neighbourhood Plan. These were posted on 12<sup>th</sup> March 2015. The same information went live on the website on 14<sup>th</sup> March 2015 to coincide with the e-mail notification to statutory consultees. No minutes were taken at this meeting.

No minutes were taken at the brief meeting on 24<sup>th</sup> March 2015 which finalized arrangements for the public consultation event on 25<sup>th</sup> March 2015.

### **3. Matters arising**

No matters arising.

### **4. Update on consultation / 5. Detail of responses to date**

About 30 written responses have been received to date. More may be received before the dead-line on 1<sup>st</sup> May 2015. So far, each policy has been unanimously supported. Where comments are included, they are pertinent and constructive. A brief précis of a couple of the responses included:

- Historic England: The 8 page response which includes general information and specific issues, was distributed at the meeting.  
**Action: All to read the document before next week's meeting, highlighting issues for discussion.**
- Coal Authority: Supportive of TG2's reference to Land Stability. As the NDP does not specifically allocate actual sites for future development in these areas then consideration of risks to surface stability to allocations does not need to be undertaken at this stage. The policy TG2 will ensure that this matter is adequately addressed.  
**Action: NNPA and NCC have to address this response in the LPAs' strategic view.**

There were 21 attendees at the public meeting on 25<sup>th</sup> March 2015. Notes on comments made at the meeting were distributed. These will be taken into account during the review of responses at the end of the consultation period.

Anecdotal comments received by the group indicate that there needs to be more clarity between the relevance of the actual policy and the supporting information (e.g. with reference to windows)

## **6. Updating Draft Plan to take account of comments received**

The returns can be allocated to one of three categories.

1. Those with a ticked response to either yes or no for each policy but no written comment
2. Those with written comments
3. Those providing a (detailed) response by letter

To expedite the process of relating comments to relevant policies, it was agreed to use a proforma listing who raised the issue (e.g. resident 1, 2 etc. or name of organization), what was said and the steering group's action to the comment.

**Action: Construct a proforma template [Megan]**

**Transfer comments from the returned responses onto the proforma [Preston]**

**To be completed in readiness for the meeting on 5<sup>th</sup> May 2015.**

## **7. Tasks to be completed before final submission to Planning authorities – time line**

Neither Planning Authority has yet sent a written response to the Parish Council concerning Environmental Assessment or Habitat regulations. Both representatives assured the group that the matter is in hand. Scoping and screening indicates that no assessments are necessary. NCC have taken responsibility for the SEA whilst NNPA are overseeing Habitats.

Jenny asked that the Planning Authorities submit a statement for our evidence base, outlining why SEA is not necessary. It was agreed that responses would be sent by the end of the week. Also the LPAs will produce a strategic policy for the Basic Conditions report.

- The amended Plan will be ready to submit to the LPAs by the end of June. From then on, the LPAs take full responsibility for organizing the Independent examiner as well as the process for the Referendum.
- The final submission is an electronic copy to the LPAs. They will arrange for any hard copies that are required.

## **8. Proposal from Jenny Ludman**

Jenny has been appointed to complete two and a half days work on:

1. Redrafting the plan based on review session and advice from NPIERS, LPAs, Steering Group and Consultation with Statutory Stakeholders
2. Providing additional information as required
3. The required supporting documents: Basic Conditions Statement, Sustainability Appraisal, Community Consultation Statement, Background Documents, Evidence Base documents.

**Action: To be completed by 15<sup>th</sup> May 2015 (To be confirmed at next meeting)**

## **9. AOB    None**

## **10. Date of the Next Meeting**

The next meeting will be in the Village Hall on Tuesday 5<sup>th</sup> May 2015 at 10.00 a.m.  
Apologies from David Watkins and Megan Nixon.