

Steering Group Meeting 09th Jan 2019 at 5pm in the Parish Office

Present Cllrs D Webb (Chair), J Greenwood, D Coe, B Wood and Secretary

1. **Apologies** - None
2. **Declarations of interest** - None
3. **Approval of Previous Meeting Notes** – 14th Nov 2018

Approved

4. **Actions Outstanding from last meeting** – 14th Nov 2018
 - It was agreed the environment report would remain in a different format to the other group reports as befits an environmental survey
 - Steering Group notes still to be checked (Action Secretary/SG)
 - Disclaimer for Updates group. Secretary advised that she is awaiting on the Clerk to update this and hoped to be able to send out very soon to enable update list consultation to continue. The Chair and V Chair expressed a need to get this done as soon as possible.
(Action Clerk/Secretary)
 - Letter to Borough Councillors for financial assistance – A letter had been sent but the borough councillor requested further information so letter was being redrafted.
 - Call for sites map and text still to be put on website (Action Secretary)
 - Meeting with Messing Parish Council - still to be arranged (Action JG)

At this point JG explained that DW and JG had met with the Parish Council Chairman the previous day and the decision had been made to defer the approval of the draft plan and not go to consultation in Mid Feb as anticipated. This would mean that most of the Grant money claimed would have to be reclaimed in the new financial year. However, since this meeting with the Chairman further developments had arisen and it was felt by the SG that consultation should go ahead as previously planned but would now unfortunately need another date to take the draft to Full Council for approval. Secretary advised that time was very short to do this now, and that some of the consultation beforehand would not be possible which could lead to further criticism. The V Chairman would contact the Clerk and Parish Chairman to see whether a short meeting could be arranged before Amenities Meeting on the 21st Jan 18 to approve the Plan. Secretary asked for clarification as to when the Working Group were going to review the Plan as if there were any changes then it would need to go back to Full Council again. It was felt that they had already reviewed albeit from a screen. The Steering Group were cautious about printed copies being handed out after advice from CBC but there were the same issues as not being able to digest all the information at once that had been

encountered by council and it was decided that at the next Working Group the plan would be reviewed by the Working Group

5 Finance

Bank balance approx. £14,000 at end of Dec 18.

Secretary advised there was a projected spend of £5000 for office costs etc until the end of the financial year which would include unpaid Salary for Dec as well as unpaid holiday leave money

Grant Received (Aug 18 – Jan 19) £7675

Grant provider had agreed to an extension until the end of the financial year. All expenditure must be spent by then or paid back. Secretary advised if the consultation goes ahead in Feb then she is expecting to pay back at least £2000 of the consultants earmarked money to the Grant Provider as the items left outstanding were post consultation work

Grant expenditure consultant in total £3625

Secretary had advised at the last meeting in October that there was only money left for review of representations, preparation of SEA and some consultant meeting money. She has since received an invoice for work done in Nov 18 for £755.25 which has resulted in an overspend of approx.£400 for review of draft plan. She is unaware of what work the policy writer has been asked to do in Dec but there is no money left with a deficit of **£400** which the Steering Group need to acknowledge and action as this invoice is now outstanding. The issue is that you cannot ask for money retrospectively whether it be from the Council, grant provider or borough council. Further clarification is also needed in regard to the money agreed by council for policy-writer

Balance of grant money £4050

Room Hire Pre Consultation/Consultation/Post Consultation £500

Publicity £1600

Printing £1850

Sundries £100

6 Correspondence

Resignation from a Working Group Member

Letter received from one of the landowners

Letters from various residents questioning various points of the Neighbourhood Plan

7 Time Scale plan

consultation period – Minimum 6 weeks

Review period – 12 weeks (possible re-consultation if necessary)

Submit Plan – 2 weeks

Local Authority organises formal publicity of plan - six weeks

Independent examination – 6- 8 weeks

Receive examiners report/consider recommendations/modify if necessary – 8 weeks

Prepare for Referendum - 6 – 8 weeks

8 Draft Plan update

This has now been deferred for approval on the 14th Jan 2019 to a later date (unknown at the moment)

9. Meeting with CBC 10th Dec 18

DW, JG and DC met with Karen Syrett (CBC) for her feedback of the draft plan which was very positive and further assistance was offered with the SEA and Habitats Regulations

10. Meeting with CBC to discuss SEA and Habitats Regulations on Thurs 10/1/19

DW, JG and BW to attend

11. Six week Consultation launch

There are many tasks to be completed before we can go to consultation as well as on the day. It is not possible to hire the hall twice in the first week of the proposed consultation date – it is intended to use the 16th Feb 19 and the 27th Feb 19 as days for the exhibition.

JG offered to speak to D Mannina re design of artwork for banners but nothing can be ordered until draft plan is approved

12. Working Party Meeting

Next meeting will be on the 16th Jan 2019

Secretary had produced a list of meeting dates for 2019 as best as she could with the current situation

Secretary had discovered on the day of the Steering Group Meeting that an article had been put on the NHP facebook page. She will have to contact the administrator as proper procedures need to be followed – ie must come through the office and no 'free' postings.

Meeting Closed at 7.20pm

