

WENHASTON WITH MELLS HAMLET.

NEIGHBOURHOOD PLAN CO-OPTED SUB GROUP.

Minutes of the Neighbourhood Plan Co-Opted Group meeting 10 held at 1.30 pm in the Village Hall on Tuesday 17th May, 2016.

1. Sub group Attendees: J. Claxton (JCI), R. Claxton (RCI), B. Norrington (BNo), D. Corbett (DCo), P. Corbett (PCo), L. Spindler (LSp). Noted that R. Day (RDa) will no longer attend meetings, but will continue to be on circulation list and have financial oversight.
2. Minutes of meeting April 19th 2016 approved
3. Matters arising from minutes not on the agenda.

It was agreed that a tracking table of meeting actions should be produced and used at future meetings to monitor progress. Items from the Actions Table not met are to be carried over until met or discharged.

Action M6/2.	Youth Consultation	Ongoing
Action M6/3.	JCI to double check the geographic profile	Ongoing
Action M6/4	PCo and RCI to compile a file of complete returns for publication with a view to later précis for the plan	Ongoing
Action M6/6	DCo to consult with primary school	Ongoing
Action M6/7	PCo to give HH a nudge next week for maps and documents promised	Ongoing
Action M6/13	BNo to draw up Sequence of Development Map	Ongoing
Action M9/1	Report back that Parish Council has approved Vision and Objective statements with minor amendments. Web site version to be updated.	Ongoing
Action M9/2	Photographs taken by volunteers to be passed to RCI	Ongoing
Action M9/3	This is almost complete and BNo will apply finishing touches before next meeting. To also check if green space opposite Golf Club entrance on A144 qualifies as roadside green space	Ongoing
Action M9/4	Conservation and heritage. BNo to start getting some ideas together how to proceed with this	Ongoing

4. Action Tables from March and April meetings reviewed. All Actions met except Youth Consultation, to be carried over to next meeting.
5. Review material circulated since last meeting
 - a. SCDC Local Plan Policy as applicable to Wenhaston with Mells
Noted and will be entered into evidence base in some form
 - b. Reformatted Agenda, Minutes and Actions document.
Approved
 - c. Green Space Character Assessment document.
The document to be formatted for inclusion in the evidence base. RCL
 - d. Draft contents page for the Plan.

Action M10/1

P. Corbett

Amended Contents Page produced by BNo was discussed and agreed to be adopted as the template for the Draft Plan production. To be amended before circulation. PCo

Action M10/2

- e. Draft Development Management Policy document
Discussed and to be amended for circulation. PCo

Action M10/3

6. Draft Plan construction

Amended contents page, produced by BNo, agreed to be adopted as the template for the Draft Plan production. The ownership of the sections to be produced was discussed and agreed

- a) Draft Introduction to be produced by PCo
Action M10/4
- b) Purpose of Neighbourhood Plan to be produced by RCI
Action M10/5
- c) The Consultation Process to be produced by RCI
Action M10/6
- d) Issues from Consultation Process to be produced by PCo/RCI
Action M10/7
- e) Historic development/conservation, built environment to be produced by BNo
Action M10/8
- f) Employment, Business and Tourism policy to be produced by LSp
Action M10/9
- g) Environment and Landscape Policy to be produced by BNo
Action M10/10
- h) Conservation and Heritage Policy to be produced by BNo
Action M10/11
- i) Transport Policy to be produced by DCo
Action M10/12
- j) Infrastructure, Energy and Telecoms policy to be produced by JCI
Action M10/13
- k) Drainage and Flood Risk to be produced by PCo
Action M10/14

Following discussion it was agreed that progress on these sections should aim to be such that reviews of the drafts can be carried out prior to the next meeting to aid discussion.

7. Date of next meeting Weds 22nd June 1.30 Village Hall

8. AOBNone.

9. Actions Summary.

M10/1	Green Space Character Assessment document. The document to be formatted for inclusion in the evidence base. RCL	RCI	22.06.16
M10/2	Draft contents page for the Plan. Amended Contents Page produced by BNo was discussed and agreed to be adopted as the template for the Draft Plan production. To be amended before circulation.	PCo	22.06.16
M10/3	Draft Development Management Policy document Discussed and	PCo	22.06.16

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	to be amended for circulation.		
M10/4	Draft Introduction to be produced by PCo	PCo	22.06.16
M10/5	Purpose of Neighbourhood Plan to be produced by RCI	RCI	22.06.16
M10/6	The Consultation Process to be produced by RCI	RCI	22.06.16
M10/7	Issues from Consultation Process to be produced by PCo/RCI	PCo/RCI	22.06.16
M10/8	Historic development/conservation, built environment to be produced by BNo	BNo	22.06.16
M10/9	Employment, Business and Tourism policy to be produced by LSp	LSp	22.06.16
M10/10	Environment and Landscape Policy to be produced by BNo	BNo	22.06.16
M10/11	Conservation and Heritage Policy to be produced by BNo	BNo	22.06.16
M10/12	Transport Policy to be produced by DCo	DCo	22.06.16
M10/13	Infrastructure, Energy and Telecoms policy to be produced by JCI	JCI	22.06.16
M10/14	Drainage and Flood Risk to be produced by PCo	PCo	22.06.16

P. Corbett