

## MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Zoom meeting, 16 November Oct 2020.

**PRESENT:** Linda Hiscott, Chair; ; Eric Benton; Hilary Ashby, Vivien Riddle; Paul Buckley; Chris Ashby, Sally Chapman Mary Koukkoulis

**APOLOGIES** Jerry Parker Stuart Thomson Caroline Brady-Watts

<p>1. <b>Minutes</b> of the last meeting were approved. Copies of the minutes to be sent to the Parish Council.</p>	<p>PB</p>
<p>2. <b>Matters Arising</b> All considered within the main Agenda</p>	
<p><b>3 Zoom meetings</b></p> <p>Linda noted the particular difficulties with zoom meetings for some members and hoped that we would soon be able to resume face to face meetings. In the meanwhile, the contribution of all of the members was still very important especially in the working groups and anyone needing to be updated should telephone.</p>	
<p><b>4. Draft Structure Plan</b></p> <p>Eric presented the <b>DNP</b> including the wording amended at the last meeting and with the additional work as appendices.</p> <p>In order to finalise the document a <b>work programme</b> was agreed</p> <p>A consultation summary and statement is required</p> <p>Green spaces All the info is now available. Sally to provide an appropriate template for assessing the sites for the working group to complete.</p> <p>Design criteria Paul to review for incorporation within the document</p> <p>Parking information required Chris and Hilary to provide</p> <p>All of the sections to be sent to Sally. If approved Sally to forward to Eric who will incorporate all into a draft final document.</p> <p>Timescale</p> <p>It was agreed that the aim should be for the Draft document appendices and plans to be completed by Christmas</p> <p><b>Next meeting</b> Dec 14. (subject to availability)</p> <p>Meeting concluded.</p> <p>Signed</p>	<p>LH SC EB SC VR MK ST PB CA HA</p>