

## Sommerford Keynes Parish Council – Neighbourhood Development Plan

### Meeting 3 – 10<sup>th</sup> June 2014 - resulting actions and summary of meeting

Attendees – Ron Munroe, Sarah Powell and John Sweet. Elin Tattersall (GRCC NDP) attended part of the meeting

Item	Area of Discussion	Required Actions
3.1	<p>Consultation areas</p> <p>Items were presented and discussed for each consultation area. Elin Tattersall stated that the Parish Plan data supported each item. She also stated that each consultation area should start with an aim to be, eventually, followed by a series of objectives. The objectives would be finalised following a first round of consultation on progress to date. It was agreed that these consultation events should take place w/c 14<sup>th</sup> July and should include an evening and Saturday, as well as the Church coffee morning to widen attendance. GRCC can provide a summary of 2011 census data as further evidence and a summary of any 'desk-based' evidence that may be required for the consultation areas.</p>	<p>All to agree aims for consultation areas. All to prepare material for July consultation events to consist of aim, items for discussion and any supporting data.</p> <p>All to collate 'desk-based' evidence by next meeting.</p>
3.2	<p>NDP timetable</p> <p>Elin talked through the necessary legal and consultation steps for the successful completion of an NDP. RM drew up a draft timetable. It was suggested that our target date for the referendum to coincide with the General Election is ambitious as it relies on all cogs falling into place. It was agreed that we should still aim to complete by then as any funding needs to be spent by the end of 2014.</p>	<p>RM to write up and distribute proposed NDP timetable.</p>
3.3	<p>GRCC assistance</p> <p>Ten days of GRCC support has been included in our bid to Locality. Half a day has been used on today's 'brainstorming' session. Elin offered a day to provide assistance in NDP policy writing and a day identifying landmarks, vistas and features to be conserved within the Parish. It was agreed to use two days for these purposes.</p>	<p>SP to set up a date for policy writing workshop after the July consultation events. JS to arrange 'conservation' day.</p>
<b>Business carried over from previous meetings</b>		
2.1	<p>A further discussion took place about the merits of a housing needs survey. It was agreed that one should be carried out as it was a useful tool in determining whether development should or should not take place. It was agreed that it would be carried out alongside a general housing survey, to determine what development should or should not take place in the village, and it would be clearly stated that the housing needs survey should only be completed if the resident is in need of housing in the Parish.</p>	<p>SP to draft questionnaire following any feedback from July consultation events</p>
1.1	<p>Area Designation</p> <p>The area designation form was completed and submitted to CDC on 9<sup>th</sup> May. The period of consultation runs until 26<sup>th</sup> June.</p>	<p>On-going</p>
1.3	<p>Consultation areas</p> <p>Superseded by 3.1 above.</p>	<p>Complete</p>
1.5	<p>Consultation with the Parish</p> <p>It was agreed that an NDP newsletter should be delivered asap to all households in the Parish describing the benefits of a NDP, the vision and the subject areas and their associate aims. It will also</p>	<p>RM to draft and all to deliver by end of June.</p>

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	advertise the July consultation events.	
1.6	Application for Locality for Funding An application was made to Locality for £4875 to fund the development of our NDP on 5 <sup>th</sup> June 2014.	On-going

Date of next meeting – to be confirmed after July consultations, meeting to include policy writing workshop.