

## Sommerford Keynes Parish Council – Neighbourhood Development Plan

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### Meeting 4 – 6<sup>th</sup> August 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
4.1	July Consultation Drop-in Events 60 people attended one of the three July consultation events and many comments were made on the post-it notes. Elin stated that we had had a good turnout. Concern was raised over lack of LME attendance. The Parish Council now has a contact from the LME homeowners association. All presentations are now on SK website.	RM to contact LMEHA to discuss ways to consult with them.
4.2	Consultation with the Parish (2 <sup>nd</sup> newsletter) It was agreed to distribute another newsletter to all households in the Parish to provide an update as well as notice of the next round of consultation events. It is to be distributed with the housing survey	RM to draft newsletter.
<b>Business carried over from previous meetings</b>		
3.1	Consultation areas It was agreed, due to considerable overlap, to merge Conservation and Environment into a single subject area. All subject evidence was reviewed. Most gaps could be filled by making enquiries CDC. It was agreed that all evidence should be entered into the GRCC template, with links to supplementary documents. The next step is to now review the evidence and start to draft possible policies. Elin offered assistance in this by providing us with the relevant examples from passed NDPs from elsewhere.	All to draft their questions for CDC, RM to consolidate and send to Joseph Walker. All to start to draft policies for next meeting.
3.2	NDP timetable The timetable was reviewed and we are making good progress against. Assuming the housing survey can be completed in the first half of September, our aim for the next round of consultation to take place at the end of September / early October looks achievable (25 <sup>th</sup> September, 27 <sup>th</sup> September and 3 <sup>rd</sup> October). Concern was raised that the end of the project is not in our control, but in the control of CDC and an external examiner, and this may cause us to miss the General Election date for our referendum.	Review at the next meeting. SP to ask CDC what is the latest date for us to submit our NDP to them so that the referendum can take place on 7 <sup>th</sup> May 2015.
3.3	GRCC assistance The NDP costs spreadsheet details GRCC support to date. The NDP is considering another meeting with GRCC in mid/late September to review policy ideas.	To be determined at next meeting.
2.1	We presented our ideas to Elin on possible additions to the housing needs survey pro-forma, to include questions to ascertain opinion on possible development, and wording for the 'housing needs' (section C) so that it is very clear that it should only be completed if the respondent is in need of a home in the Parish. Elin received our points favourably. It was agreed that the survey should be development along the lines discussed and we should aim to distribute it as soon as possible after the August bank holiday.	SP to forward survey detail to Martin Hutchings. RM to liaise with Martin re printing. RM and JS to liaise to arrange distribution and collection.
1.1	Area Designation A letter was received on 18 <sup>th</sup> July 2014 from CDC confirming the designation of our neighbourhood development plan area.	Complete
1.5	Consultation with the Parish (1 <sup>st</sup> newsletter)	Complete

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1.6	Application for Locality for Funding On 19 <sup>th</sup> June, we were informed that our application for funding to Locality for £4875 had been successful. 90% of the monies have now been received by the Parish Council. A quarterly report needs to be completed in September.	On-going
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Date of next meeting – 1pm, Monday 8<sup>th</sup> September.