



## Walkeringham Neighbourhood Plan

### NHP Steering Group Meeting

#### **MINUTES**

31 January 2019

7.30pm Walkeringham Village Hall Committee Room

Present: C Howard (Chair), A Hayward, M Dilly, D Johnson, W Wilson (BDC)  
C Ferguson, I Heath, S Beard, P Hooton, M Vessey, and H Metcalfe (planning consultant)

1. Chairman's comments

The Chairman welcomed everyone to the meeting. He explained that the purpose of the meeting is to agree the final draft of the plan before going out to Reg. 14 consultation. Members had received copies in advance of the meeting.

2. Apologies for absence

G Oxley, J Roberts and S Spencer

3. Declarations of Interest

P Hooton – NP07 (pecuniary interest, own land)

M Vessey – NP04 (non-pecuniary)

M Vessey/M Dilly – NP17 & 18 (non-pecuniary. These are owned by the village hall and both are members of the committee)

C Howard – NP13 (non-pecuniary)

4. Review of Draft Plan and Character Assessment

The revised plan had been updated with the amendments discussed at the last meeting. Other than some minor tweaks and the inclusion of some outstanding maps it was agreed that the plan was ready for the next stage.

5. Sustainability Appraisal

Helen Metcalfe advised the BDC will require a sustainability appraisal to be carried out and quotes should be sought. There may also be the need to carry out a Strategic Environmental Assessment (SEA). BDC will again advise on this.

6. Pre-submission Reg. 14 Public Consultation



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Helen Metcalfe outlined the requirements of the consultation. The period of consultation would need to be a minimum of 6 weeks. The draft plan, character assessment, site assessment report, surveys and results would need to be in the public domain. These need to be put on the PC website or a NP website and would also be available via the BDC website. The Group to give some thought to developing a separate NP website with a link from the PC website.

It was agreed to hold two public consultation events in Walkeringham. The first on 21<sup>st</sup> February at 6.00pm and the second on 6<sup>th</sup> April 2019 in the daytime. There would be a presentation and an extended drop-in session. The plan, supporting documents and various maps would be available to view. Chris Howard agreed to put together the presentation, The February event would coincide with the BDC drop in session which has been arranged as part of the BDC Local Plan road show. A simple on-line questionnaire would be developed. There would be a question about whether or not you agreed with the policies which would require a yes/no answer and then opportunity to comments. Paper copies also to be made available. Chris Howard suggested the use of survey monkey. It was agreed that this should be progressed. A draft survey to be sent out to group members for comment before going live. M Dilly to organise the production and installation of the advertising banners. All consultee responses would be collated and forward to H Metcalfe to analyse and summarise the findings at the end of the consultation period.

7. Development of Website

To be investigated further (A Hayward, C Howard and I Heath to progress as required)

8. Items, date and time of next meeting

To be agreed. Any logistics re the consultation events to be agreed via email if possible.

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C Howard, Chair