

**MEETING OF HALLOW NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP (MEETING 2). SEPTEMBER 5TH 2017,
COMMITTEE ROOM, HALLOW PARISH HALL.**

Present:

Hazel Kemshall (Chair), James Rose (Vice Chair and minute taker), Ann Holmes, Ann Finn, Ian Lawrence, Joy Fulcher.

Apologies:

Ian Graves, Mike Ganner.

No members of the public were present.

1. Minutes of last meeting:

These were confirmed as a true record of the July Meeting.

2. Matters arising and action tracking

IL updated the group on data storage and offered to assist anyone who required it. The group thanked IL for his work on this and it was agreed members would approach IL for assistance when required. Other actions were complete with the exception of HK progressing a standard information letter. This will be done by the next meeting.

3. Declarations of interest:

There were no declarations of interest on items on the agenda. HK collected in declaration of interest forms and reminded those still outstanding to complete them.

4. Update on consultant appointment and consideration of draft specification:

No members of the public were present for this discussion. HK reminded the group of the need for confidentiality, and that consultant recruitment is a final matter for the PC, and is considered commercially sensitive. The minute would therefore redact the names of companies at this point.

The SG reviewed 3 consultant companies and based on:

- feedback from other parish councils (document previously circulated);
- a review of the NDP's produced to date by the companies and assessment of their fitness for purpose, clarity, objectives and policies, accessibility and readability, and presentation. SG members feedback against these criteria about the NDPs previously allocated to them (and email feedback had also been provided to HK from SG members not present).

The SG agreed to recommend 3 companies to the Parish Council for consideration to invite to tender. HK agreed to do this at the September 11th meeting.

The draft ITT specification was agreed to be a good working document, and SG agreed that HK would take this to the Parish Council September 11th. HK acknowledged the input of Parish Cllr Paul Hayes into the ITT draft specification.

HK thanked the SG for their work on reading NDPs, and for comments on them and the draft ITT.

5. Update from Working Groups:

AH gave the group an overview of My Locality website documents on evidence collection and presentation in NDPs. This was a useful reminder of the key role of evidence collection, and clearly connecting evidence to objectives and policies in the NDP. HK and the group thanked AH for her work on this.

History – Have begun to identify buildings for potential non designated historical assets within the NDP.

Leisure - Has a comprehensive list of groups and societies.

Landscape – Have begun work on green spaces and footpaths

Transport - Concerns over Maps, but have produced a working document that can be overlaid with various maps. HK has obtained the Ordnance Survey Mapping Licence.

It was agreed that HK would make contact with group leads for a full review, and where possible attend working group meetings over next few weeks to assist with queries.

6. Data Protection:

The Data Protection Statement was accepted and HK undertook to present it to the PC.

7. Terms Of Reference:

These were accepted and HK undertook to present it to the PC.

8. Maps:

Ordnance Survey Licence has been given. HK has user name and password.

9. **AOCB:**

-A brief discussion of key timelines was taken, with a reminder of key dates in the Spring of 2018 for draft reports and consideration of the consultation time line.

-A brief discussion on the inclusion of non-development and non-land use issues in the NDP, what this might include, and how they might best be presented. The SG acknowledged that this would require further discussion once the consultants have been engaged and the SG can have the benefit of their advice.

10. **Date of next meeting:**

To be confirmed following the appointment of consultant.