

Minutes of Neighbourhood Plan Leadership Group Meeting Mistletoe Cottage 8pm, 20th August 2015.

Attendees

Clint Hanson
Chris Moor
Steve Ridgeon
George Thompson

Purpose

The Leadership Group (LG) to continue to move forward the Neighbourhood Plan. This meeting focusses on the various workstreams required to move towards completion.

Continue to use the [flow chart](#) from the planning guidance on the government planning portal plus the various workstreams (headings below) to structure meetings and actions.

Communication

Communication covers electronic, paper and face-to-face and must help to ensure transparency of process and decisions.

Actions (Chris Moor to lead):

1. Continue to build the 'Neighbourhood Plan' section of the Village website
2. Identify those documents to move over from the previous NP site and a structure which will make it possible for readers to follow the process, the documents and see minutes
3. Set up on the website a way for people to contact the LG and to submit input to the process
4. Set up a volunteer page
5. Set up a way to track LG & PC actions on the website to ensure effective working of the teams

Actions (George Thomson to lead):

6. Invite to the next LG meeting Parish Councillor responsible for communications to start planning for the next village communication meeting
7. Invite to the next LG meeting volunteer to help set up all types of communications in an easily accessible format.

Policies

Clear and well developed policies are required as part of the NP and to deliver the Plan's objectives. Steve Ridgeon volunteered to lead this section from LG. Steve shared the early draft policies from Oct 2014.

Actions

1. Chris Moor to approach village resource to develop Policies already in early draft. Organise meeting as soon as possible or invite to next LG meeting

Landscape

Use the work from the landscape team to develop this part of the NP including valued spaces, valued views in and out, landscape character based analysis and other input from villagers. Note that

requirements of SDNP for sites in relation to landscape were not available until mid-July, so previous work and assessments need to be considered in that context.

Actions

1. Alan Redpath to set up meeting with Landscape workgroup for LG to understand work done and next steps

Village Design Statement

The LG understands that this work is complete. This will need to be summarised for the NP document, with the full work available as back up. LG assumes that Lisa Jackson will be able to check for gaps (if any) and recommend actions as required

Actions

1. George Thomson to work with Village Design Statement Lead to obtain the good work previously done
2. Alan Redpath to ensure that LG has any further relevant documents

Housing Needs Analysis

LG needs to define how this thorough document will best be included in the NP plan (main document and back-up) and how it can best be communicated to the village

Actions:

1. Document is still classified as 'draft'. Chris Moor to find out why and if it can be moved to final
2. As a general point, Chris Moor also to check with PC who has the authority to call out documents as 'final'.
3. As part of communication (see Communication Action 6), work with volunteer to find the most effective way to communicate findings to the whole village

Inputs and Assessments from External Agencies

For our NP to be valid, it needs to have input from key external agencies (governmental and non-governmental). Successful Neighbourhood Plans published on the web also show such input.

Actions:

1. LG will check with SDNP what they require as the minimum and the ideal external agency input
2. Steve Ridgeon will produce a list of inputs obtained by a selection of other neighbourhood plans
3. Alan Redpath to set up meetings with Highways Agency (note: it is proving difficult for East Meon to get onto the Highways Agency priorities due to their lack of resources) & Southern Water.
4. Steve Ridgeon to clarify if the Environment Agency needs to be consulted.

Built Development

As shown in the planning guidance flowchart, detailed discussions about sites needs to be at the end of the process. In the meantime, there is some information that the LG can get which will prepare for the work.

Actions:

1. Clint Hansen to find out history and status of all proposed sites; information to be used as part of evidence trail in final NP document
2. Steve Ridgeon to go through feedback from last pop-in session to list qualitative feedback and any other useful analysis which can be used in the plan and in communication back to the village

Next meeting of Leadership Group (LG)

Thursday 27th August at the Village Hall at 8pm.

Summary of actions

Meeting date	Ref	Process	Action	Owner	Status
20/08/2015	1	Communication	Continue to build the 'Neighbourhood Plan' section of the Village website – <i>see action 8/8, 6</i>	Chris Moor	Open
20/08/2015	2	Communication	Identify those documents to move over from the previous NP site and a structure which will make it possible for readers to follow the process, the documents and see minutes	Chris Moor	Open
20/08/2015	3	Communication	Set up on the website a way for people to contact the LG and to submit input to the process	Chris Moor	Open
20/08/2015	4	LG Planning	Set up a volunteer page	Chris Moor	Open
20/08/2015	5	LG Planning	Set up a way to track LG & PC actions on the website to ensure effective working of the teams	Chris Moor	Open
20/08/2015	6	Communication	Invite to the next LG meeting Parish Councillor responsible for communications to start planning for next village communications meeting	George Thomson	Open
20/08/2015	7	Communication	Invite to the next LG meeting volunteer to help set up all types of communications in an easily accessible format – <i>see action 13/8, 19</i>	George Thomson	Open
20/08/2015	8	Policies	Approach village resource to develop Policies already in early draft. Organise meeting as soon as possible or invite to next LG meeting – <i>see action 13/8, 16</i>	Chris Moor	Open
20/08/2015	9	Landscape Analysis	Set up meeting with Landscape workgroup for LG to understand work done and next steps – <i>see action 8/8, 4</i>	Alan Redpath	Open
20/08/2015	10	Village Design Statement	Work with Village Design Statement Lead to obtain the good work previously done	George Thomson	Open
20/08/2015	11	Communication	Work with volunteer to find the most effective way to communicate findings to the whole village	George Thomson	Open
20/08/2015	12	Site Assessment	Check with SDNP what they require as the minimum and ideal external agency input.	LG	Open
20/08/2015	13	Site Assessment	Produce a list of inputs obtained by a selection of other neighbourhood plans	Steve Ridgeon	Open
20/08/2015	14	Site Assessment	Clarify if the Environment Agency needs to be consulted – <i>see action 13/8, 13</i>	Steve Ridgeon	Open
20/08/2015	15	Site Identification	Find out history and status of all proposed sites; information to be used as part of evidence trail in final NP document	Clint Hansen	Open
20/08/2015	16	Site Assessment	Further analysis of feedback from Feb pop-in	Steve Ridgeon	Open

13/08/2015	1	Site Identification	Gather the evidence from EMPC and previous NP work and identify any missing activities and documentation.	Chris Moor	to be confirmed
13/08/2015	2	Site Identification	Gather evidence of consultation to support this section.	Chris Moor	to be confirmed
13/08/2015	3	Site Identification	Document this section of the process for both the Neighbourhood Development Plan (NDP) and for the website. Consider how to communicate this with residents at the next NP forum.	Chris Moor	to be confirmed
13/08/2015	4	Site Identification	Confirm resources required and onboard them.	Chris Moor	to be confirmed
13/08/2015	5	Site Assessment	Obtain all documentation relating to this section from the Chair of EMPC.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	6	Site Assessment	Obtain all feedback received from residents from the Chair of EMPC.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	7	Site Assessment	Classify the documentation for referencing and relevance to the final NDP and for further consultation.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	8	Site Assessment	Identify the criteria that have been applied to date for assessment.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	9	Site Assessment	Agree how to evidence the process in this section.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	10	Site Assessment	Identify the gaps in the activities.	Clint Hanson and Steve Ridgeon	Open
13/08/2015	11	Site Assessment	Provide all documentation.	Alan Redpath	to be confirmed
13/08/2015	12	Site Assessment	Confirm arrangements for Highways Agency survey	Alan Redpath	to be confirmed
13/08/2015	13	Site Assessment	Confirm arrangements for Environment Agency survey, if required	Alan Redpath	to be confirmed
13/08/2015	14	Site Assessment	Include a member of the LG in all meetings	Parish Council	Confirmed
13/08/2015	15	Site Assessment	Take ownership of ensuring all outputs align with SDNPA Local Plan and other external requirements.	Parish Council	to be confirmed
13/08/2015	16	Site Assessment	Confirm resource for completion of Policies and arrange for meeting with LG.	Parish Council	to be confirmed
13/08/2015	17	Windfall Assessment	Discuss approach to completing this section with Chair of EMPC Planning Committee.	Steve Ridgeon	Open
13/08/2015	18	Evidence Base	Discuss potential for contracting a professional write to produce the NDP for consultation.	George Thompson	Open
13/08/2015	19	Communication	Develop communication strategy: include all web site, Meon Matters and notice boards - include minutes of all meetings and most effective way of updating residents etc.	Leadership Group / Parish Council	Open
08/08/2015	1	LG Planning	AR will provide electronic copies of relevant documentation to EMNP- LG	Alan Redpath	ongoing
08/08/2015	2	LG Planning	AR will obtain and share the existing project plan.	Alan Redpath	Complete
08/08/2015	3	LG Planning	AR will arrange a briefing by Lisa Jackson and Chris Patterson for the re-constituted EMNP- LG .	Alan Redpath	SDNP meeting organised
08/08/2015	4	LG Planning	AR will liaise with Working Group Leads to arrange a briefing on the working group activities and status.	Alan Redpath	Open
08/08/2015	5	LG Planning	AR will obtain from Lisa Jackson a template NP documents to show what content is required.	Alan Redpath	Open
08/08/2015	6	LG Planning	CM will continue to improve the EMNP website. The need to additional writing skills was identified and attendees will consider options.	Chris Moor	Ongoing
08/08/2015	7	LG Planning	EMNP- SG to advise EMNP- LG of all relevant meetings so that attendance can be arranged.	Parish Council	Open
08/08/2015	8	LG Planning	AR to coordinate an update meeting with existing NP work groups	Alan Redpath	Open

08/08/2015	9	LG Planning	AR to identify potential resources for the consultation section.	Alan Redpath	Ongoing
08/08/2015	10	LG Planning	AR to write minutes of the meeting for publication as part of the consultation.	Alan Redpath	Drafted