

# **Minutes of the Neighbourhood Plan Steering Group (NPSG)**

## **Monday 27 September 2021 at 7.00pm - The Court Room, Staverton**

**Present:** NPSG Members: Alison Alexander (Chair), Michael Loverock, Cheryl Loverock, Ed Vidler, and Ian Catherall

**Attending:**

One member of the Public

**1) Parishioners Time** – No issues

**2) Apologies** – Andrew Mogford and Bruce Thorogood

**3) Approval of Minutes** – the minutes from 6/09/21 were approved.

**4) Matters Arising**

- IC researched area for new houses – New planning of Landscope houses allowed 0.01 Hectares/dwelling so 0.1 hectares should be more than adequate

**5) Declaration of Interests and Dispensations relating to Sites**

- Alison Alexander (Chair) declared a financial interest in Site 8.
- Ian Catherall declared a financial interest in Site 4.
- Bruce Thorogood declared a personal interest in Site 13, being his next neighbour; also in Site 8, being across the road (non visual); and also in Site 10, being across the valley (visual).

**6) Finance**

- Password not currently working, the next grant application will take us to March 2022 £5,000 should be more than enough **Action** EV to apply

**7) Draft Plan**

Map with new decided boundaries not available **Action** Alison to ask TL

Lee Bray on holiday but will attend to all our requests on his return

**Industrial allocation**

The potential business site near Barkingdon needs a site visit for assessment It will be designated site 30

**Action** all members to visit independently using previous assessment tool. Not forgetting our own extra criteria – brownfield site and proximity to other dwellings and then share with all the others via email.

**8) Consideration of Lee's Basic Conditions Statement & Evidence Paper**

- **The Evidence paper** will be reviewed after Lee produces a new revised document
- **The Basic Conditions paper** will be reviewed at the next meeting – It was felt that the present statement devalues what we are trying to achieve

**Action** all members to review paper at home notate any changes they want and bring it back to our next meeting

## 9) Open Consultation Day

- To consist of a presentation followed by a Q&A session. The draft plan will need to be made available to parishioners ahead of the meeting (s)  
This will be made available both digitally and as a hard copy (where to place hard copies to be decided at a future meeting)
- How to access the draft will be advertised via Parish email, website and facebook, an article in the parish news and a leaflet drop to every household.

**Action** - Cheryl to find out the cost of Royal Mail doing the leaflet drop

All forms of communication to contain the following information

- to advertise where to access both the digital and hard copies
- venue and dates and format of open day consultation meetings.
- Contact details of volunteer members of the group for further help

## We will aim for Saturday/Sunday the 29<sup>th</sup> /30th January 2022

- We need to know how long it will take Jason to type set and produce the draft plan – this will give us a deadline date for submission to have it ready for the open day consultation meetings.  
**Action** Alison to contact Jason
- Meetings in both Staverton Courtroom and Landscope Victory Hall  
Covid security to be reviewed nearer the date as we may need to restrict the maximum number of people attending  
Perhaps multiple timed sessions of approx. 1 hour each and parishioners having to pre book a session  
**Action** - Cheryl to book village halls Landscope Victory Hall Sunday 1pm till 5pm, Staverton Courtroom Saturday 9am -1pm
- We will need the maps showing the parish / sites, posters from our previous open day meetings  
**Action** Michael

Some thought is needed as to whom we should officially invite?

First thoughts - our MP, County Councillor, District Councillor, parish councillors

? any other invitations

## 11) Date of next meeting – 18 October Staverton Courtroom 7.30pm – Alison to book