**Bovey Parish Neighbourhood Plan**

**Minutes of the 35th Steering Group ONLINE Meeting**

**7th January 2021 at 7.00 pm**

Attending:

Mark Bailey (MB)

Cllr Robert Bradshaw (RB) - Chair

Cllr Sheila Brooke (SB) - ex officio

Marion Edwards (MEd)

Martyn Iles (MI)

Alan Taylor (AT)

Mark Wells (MW)

Lisa Robillard Webb (LRW) – Minute-taker

1. Welcome, Introductions & Apologies: - None given.
2. Declaration of Interests: - Not covered.
3. Climate Emergency: - Not covered.
4. Minutes: -

4.1 - Approval of minutes: 17th November 2020 minutes agreed by all (discussed at the end of the meeting).

4.2 Review of Actions: Not covered.

1. Matters arising not on the agenda:

5.1: To receive matters arising not covered on the agenda:

RB explained that MW had contacted TDC to see their capacity for reviewing NP under the current timetable. Michelle Luscombe indicated that they were under pressure and that March would be a good time to send in the NP.

**The ensuing SG discussion included:**

1. Keeping to current timetable – challenging but SG hopeful that a member of staff at TDC would become available earlier than March to review the submitted NP. This would mean that the 2021 dates including the Referendum would be on track. TDC and DNP need a minimum statutory 6 weeks to review NP. Close to the end of this 6 weeks, BTTC Councillors could be offered the opportunity to give any further comments. This would mean that all comments could be received and considered concurrently. All supporting documentation would be on Dropbox and therefore only the core draft documents need to be shared. Statutory consultees would also need to be contacted again (MI).
2. Delaying until after the NP sign-off at the BTTC Full Council Meeting 22nd March – in line with TDC timeline. Will the NP be a top priority or just joining the queue? Any changes required to the NP would need to go to the Annual BTTC Meeting in May or at an EGM (MW confirmed that this may be possible) for adoption or approval. SB confirmed that BTTC would not wish to cause any delay to the NP
3. Clarification on who and how the Examiner is appointed – TDC has a list of examiners for the SG to circulate – clarification needed on who is suitable and available. BTTC will need to approve the list. SG will shortlist and select but TDC will need to jointly appoint. Liz Beth is on the list (MEd this will be a conflict of interest). After BTTC, TDC, NP and statutory consultees have reviewed the NP and relevant changes made, it can be submitted to the Examiner.

**SG agreed that:**

1. Liz Beth recommended changes to be considered and the NP will be updated accordingly
2. Circulate Reg 15 draft NP on 22nd January for consideration to BTTC Full Council 29th January 2021
3. Submit Reg 15 draft NP to TDC for consideration (minimum 6 weeks) w/c 1st February 2021
4. After 6 weeks, TDC comments returned and then considered by the SG and any relevant changes made
5. SG and BTTC work with TDC to appoint an Examiner
6. Complete document sent to the BTTC on 21st March 21 (or EGM) for formal sign-off as the formal Reg 16 (Examination) document
7. Hand over Reg 16 to TDC for management including the Referendum.
8. Notified Items:

6.1: To receive and review feedback from Planning Consultant (LB):

SB thanked the SG for creating a good document. LB suggestions are mainly minor. DF has not yet seen LB’s document – RB will ensure she receives a copy asap. L&E and Housing will work with LRW via Zoom to update their sections (MW to organise the links). MI for Traffic & Transport and MEd for Community Services & Facilities will send their changes to LRW for change to the master draft Plan.

LB has suggested a different layout including full amended policy – RB mainly bulky statutory consultees responses shortened, to make the documents a manageable length. RB noted that LRW had created a comparison document for LB. MI & AT - it may be best to take LB’s advice as the expert.

Change ‘Res’ part of the Respondent Code into ‘Respondent’, as LB thought that it meant ‘Resident’.

SG agrees to leave the comments in the Consultation Statement as they are.

Timetable:

1. All changes to LRW in time for updated version to be created by 20 January 21
2. Proof readers need hard copies (MW) by 21 or 22 Jan for return to MW by 25th January. (Workstream Leads proof-read too.)
3. Send updated master draft Plan to designer on Monday 25th January 2021 for return by 1st February 2021 which should keep the timetable on track. (Basic Word version to be sent to the councillors.)

*(Med leaves the meeting.)*

6.2: To discuss the Basic Condition Statement (RB):

RB will complete the Statement and circulate to the SG by Wednesday 20th January 2021 ready to send to the TDC.

1. AOB:

7.1 Items for the next agenda:

MB offered help to any other work group needing support. SB asked for MB to help with Housing meeting.

1. Date of next online meeting:

Next NPSG Meeting on Wednesday 3rd February 2021 at 7.00pm.

**Summary of Actions:**

1. **MW** to send a Zoom link for the Housing and L&E meetings
2. **MI** for Traffic & Transport and **MEd** for Community Services & Facilities will send their changes to LRW for change to the master draft Plan
3. **RB** will ensure DF receives a copy asap
4. **LRW** to change ‘Res’ part of the Respondent Code into ‘Respondent’
5. **MW** print off hard copies of documents for the proof readers by 21 or 22 Jan
6. **RB** to complete the Basic Condition Statement and circulate to the SG by Wednesday 20th January 2021.