



**Neighbourhood Development Plan  
Working Group Meeting**  
Held on Tuesday, 13th October 2015, 7.30pm

Venue – Methodist Church, Wingrave

Present: Les Kennedy  
Chris Stovold  
Olwen Stovold  
Viv Lynch  
David Godfrey

Apologies: Roger Dimmock  
James Henderson

**Distribution:** NDP Group members plus Becky Biley; David Neave

**1. Update on Actions since last meeting:**

<b>Action:</b>	<b>By:</b>	<b>Timescale:</b>	<b>Follow on/ Action 13/10/15:</b>
Organisation of independent ' <b>Health Check</b> ' of Plan by contact with Localities and Neil Homer (NH)	David Godfrey	asap	<b>Complete.</b> Awaiting submission of relevant application form. <b>Action: DG</b>
Contact NH on booking the <b>Inspector for submission</b> of Plan	David Godfrey	By 13/10/15 Meeting	<b>Two recommendations from NH. Forwarded to David Broadley (AVDC) who will action when appropriate.</b>
<b>Funding</b> request to Parish Council (PC) – up to £1k re Health Check. £2k already agreed to cover NH costs	Les Kennedy to contact David Neave	By 13/10/15 Meeting	<b>Agreed.</b>
Completion and finalising of <b>Responses document</b>	David Godfrey/Viv Lynch	By 9/10/15	<b>Completed and will form part of Consultation Statement.</b>
Completion of <b>Consultation Statement</b>	David Godfrey/Viv Lynch	By 13/10/2015 Meeting	<b>Ongoing. Further meeting to finalise 15/10.</b> <b>Action: VL/DG</b>
Changes agreed relating to <b>Regulation 14</b> response from NH (re Statutory responses). ND Plan to be amended accordingly	Viv Lynch	Asap in order for circulation of documents to group members for review	<b>Completed. Policies Maps final review underway.</b> <b>Action: VL</b>
<b>Circulation of all relevant documents</b> , updated where necessary, to all group members – including NH Regulation 14 response	Viv Lynch	Asap	<b>Complete.</b>

Comments on circulated documents	By all group to Viv Lynch	By 13/10/2015 meeting	<b>Ongoing.</b> <b>Action: All</b>
Incorporate tracked changes to Basic Conditions Statement	Viv Lynch	By 13/10/2015 meeting	<b>Complete.</b>
<b>Site Selection Report/Statement</b> – Les confirmed all sites put forward for development had been visited. Viv to forward current document to Chris Stovold/Olwen Stovold for review and amendments if required	Chris Stovold/Olwen Stovold	By 13/10/2015 meeting	<b>Complete but e mail not received.</b> <b>CS/OS to re send amended document.</b> <b>Action: CS/OS</b>
<b>Utilities and Infrastructure Statement</b> – to be added to Plan to cover Statutory Responses	Chris Stovold/Olwen Stovold to draft and refer to NH	By 13/10/2015 meeting	<b>Complete but e mail not received.</b> <b>CS/OS to re send amended document.</b> <b>Action: CS/OS</b>
SEA – agreed completed. Awaiting final proof read	Olwen Stovold	By 20/10/2015 meeting	<b>Amends from DN complete.</b>
<b>Green Spaces Document</b> - agreed completed. Awaiting final proof read	All – comments/changes to Viv by 13/10/2015	By 20/10/2015 meeting	<b>Complete.</b>
<b>Traffic Calming/Management</b> – agreed further statement required	Chris Stovold/Olwen Stovold to draft and refer to NH	By 13/10/2015 meeting	<b>Complete but e mail not received.</b> <b>CS/OS to re send amended document.</b> <b>Action: CS/OS</b>
<b>Completion of all Plan Documents – must be finalised by 13/10/2015 for confirmation by group prior to circulation to PC members before next PC meeting on 10/11/2015.</b>	<b>All as above</b>	<b>By 13/10/2015 meeting</b> <b>Final Draft to be circulated to PC by 30/10/2015</b>	<b>By 20/10/2015</b> <b>Action: All</b>

Note: Viv holds all **master documents** and any proposed changes **MUST** be referred to Viv for inclusion.

## 2) Further Actions Agreed:

<b>Action:</b>	<b>By:</b>	<b>Timescale:</b>
Confirmation of Period of Plan Dates with David Broadley for inclusion in Plan	LK	By 20/10/2015
Plan to be dated November 2015	VL	By 20/10/2015
Docs to be amended to show 'Wingrave <i>with</i> Rowsham' not 'Wingrave <i>and</i> Rowsham'	VL	By 20/10/2015
Timeline/Main Events document tabled. To be converted to Flow Diagram/Chart for inclusion in Consultation Statement	LK/VL	By 20/10/2015
SEA – p6, Line 166 – Les to confirm relevant Article to include with NH ( also confirmed 200 should read 146	LK	By 20/10/2015

<b>Final document review:</b>		
Neighbourhood Development Plan	CS/OS including proposed amends re DN comments	By 20/10/2015
Neighbourhood Plan Basic Conditions Statement	DG	By 20/10/2015
Neighbourhood Plan Consultation Statement	VL/DG + LK re landowners letters etc	By 20/10/2015
Neighbourhood Plan Report on Site Selection	CS/OS to circulate All to review CS/OS re Appendices	By 20/10/2015
Neighbourhood Plan SEA	LK	By 20/10/2015
Neighbourhood Plan Local Green Spaces	DG LK to check with Corylus re are of Green Space	
Reg 14 Doc	VL re one final change and amend dates if needed	By 20/10/2015
<b>Summary of Consultation Responses</b>	VL to send for PC approval for publication on website	By 20/10/2015

**Date of next meeting:**

**Tuesday, 20<sup>th</sup> October 2015, 7.30pm for review of Final Draft  
Venue: 58 Winslow Road, Wingrave**