

Minutes of 8th meeting of the Chew Valley Neighbourhood Plan Steering Group at Hinton Blewett Village Hall on 26th January 2015

Present: Liz Richardson, chairman (Ward Cllr), Nick Baker (Chew Stoke), Richard Ireland & Richard Robertson (West Harptree), Hilary Collins (Ubley), Heather Montague, Nick Hasell, Nick Scholefield & Felicity James (Chew Magna), Stuart Jagger, Andrew Jones & Paul Waldron (East Harptree), Liz Brimmell & John Howells (Hinton Blewett), Julie O'Rourke (B&NES), Tim Warren and Vic Pritchard (B&NES Ward Cllrs).

The Minutes were taken by Liz Brimmell, CVNP Administrator.

1. Presentation of the results of the CVNP household survey: Marc Bayliss from Worcester Research presented the results of the survey which were well received by the Steering Group. No decision was made on the return of the anonymous questionnaires.
Action: Julie O'Rourke offered to provide hard copies of the survey report and Sub-group leaders were asked to forward their home addresses to her.
2. Apologies: Apologies were received from: Jenny Sowden, Axel Palmer, Liz Boyd and Rachel Wakeley.
3. Approval of minutes of meeting held on 20th October 2014: The minutes were agreed as a true record.
4. Community feedback presentations on the results of the household survey: There was discussion on whether feedback sessions should be held. It was suggested that the best way to communicate the results would be via an article or full page in the Chew Valley Gazette.
Action: Liz Richardson to liaise with the Gazette.
5. Feedback from sub-groups' initial meetings: Sub-Group leaders had submitted progress reports which had been circulated prior to the meeting. Andrew Jones, East Harptree, agreed to join the Business sub-group.
6. Timescale for progressing the Neighbourhood Plan: Julie O'Rourke outlined the timetable for completing the plan and agreed to put together a programme for each sub-group.

Stage	Dates	Main tasks
Evidence gathering	Until January/ February 2015	<ul style="list-style-type: none"> • Establishing the steering group and terms of reference • Collating questionnaire responses • Collating existing evidence documents

Drafting policies and technical studies	February to June/ July 2015	<ul style="list-style-type: none"> Drafting policies consultation events on options Sustainability Appraisal (SA) to be started Strategic Environmental Assessment (SEA) to be started and finished in draft by B&NES Habitats Regulations Assessment (HRA) to be commissioned and draft version to be completed
Pre-submission consultation for six weeks within the parishes	August/September 2015	<ul style="list-style-type: none"> The Draft plan goes out for consultation within the seven parishes for a minimum of six weeks with consultation events All responses on the consultation to be reviewed and if necessary incorporated into the NDP Depending on the number and complexity of comments an additional consultation may be required B&NES will send the Draft SEA and HRA to National England and English heritage for a 5 week consultation
Submission of the NDP to B&NES and the six week consultation	October/ November 2015	<ul style="list-style-type: none"> NDP needs to be submitted with the evidence base, statement of basic conditions, technical studies and other supporting information to B&NES Appointment of the examiner during this period.
Examination	January 2016	<ul style="list-style-type: none"> The NDP is examined and if found to be in accordance with the regulations is sent for a referendum
Referendum	February 2016	<ul style="list-style-type: none"> If 51% of the voting population agree then the NDP passes the referendum
NDP 'made' by B&NES	March/April 2016	<ul style="list-style-type: none"> The Plan is a part of the B&NES planning suite of documents!

7. Individual Parish Statements for inclusion in the CVNP Mission Statement: The preparation of mission statements was a task for individual parish councils and a template which would need to include graphic evidence would be prepared to help parishes get started.

Action: Liz Richardson agreed to prepare the template.

8. Consultation with 12-19 age group:

Liz Richardson had visited Chew Valley School and the school indicated it would be interested in leading some form of project that could get the students involved with

the Chew Valley Neighbourhood Plan. An A4 questionnaire/survey targeting 12-19 year olds would be prepared. Richard Ireland and Heather Montague offered to collate the results.

Action: Strategy Group to draft survey.

9. Finance

The Treasurer's report had been circulated with the agenda. The final 10% of the Community Foundation's grant would be paid following acceptance of the survey report which was expected at the beginning of February.

10. The date of the next meeting would be Monday 16th February, 2015.

The meeting closed at 9.15pm