SWINFORD PARISH COUNCIL

Neighbourhood Plan Advisory Committee
Meeting Minutes – 13 March 2017

Members present: Tina Briars (TB, Chair), J Robson (JR), Lawrence Osbourne (LO), David Steele (DS), Brian Clapham (BC) Martin Wright (MW).

1. Apologies
Graham Mold, Anthony Hannant Dave Havergill, Clare Waters, John Wiggins.

2. Declaration of Interest
None.

3. Approval of Previous Minutes
Minutes of the meeting on January 30th 2017 were approved together with attached appendices.

4. Matters Arising
There were no matters arising.

5. Theme Group Feedback

Environmental group reported that they had withdrawn their original list of non-designated buildings, on advice from Gary Kirk. They will write to owners of properties in the village asking owners whether they wish their property to be included on the list of non-designated heritage assets. The list will then be re-done, together with the relevant map. 33 properties have been identified as potential for the list. The letter and the criteria will be published on the website. DS reported that owners that he had spoken to already were very keen to have their properties identified and the group hope that photographs and brief histories will also be available. It was agreed that a letter of thanks should be sent to Oliver Wiggins who had organised a drone to take some overhead shots of the parish. Some of the shots will be used in the section on Local Green Space. Landowners had already been contacted and had given their permission. Housing LO reported that there had been a second meeting with a local landowner where further questions had been addressed. Some minor changes had been made to the policy. There are still some questions remaining about sites which the group need to address.

CFAT No further update.

6. Consultation Period Update
It was confirmed that the Regulation 14 consultation period for statutory stakeholders is underway. It began on February 20th and will finish on March 31st. TB reported that she had received five replies so far and had printed and sent out five hard copies. TB will collate the responses as they come in. All people who respond will be contacted. It was noted that all of the responses will be sent to HDC together with the NPAC’s resulting action plans. The group agreed that the deadline for the final submission version should be the end of April 2017.
7. Strategic Environmental Assessment (SEA).
JR reported that the assessment has been carried out by HDC and will go out to consultation.

8. Amendments to Draft Plan
Following amendments were agreed:
- The Local Green Space document and the revised Non-Designated Asset List would be added to the ENV section
- TB would review and add to photographs
- AH will format the final submission version
- There will be further updates by the Housing Group

9. Meeting Open to The Public
No issues raised

10. Date and Time of Next Meeting
Monday 3rd April 2017 at 19:30hrs. (Note - This meeting was cancelled and rescheduled for Thursday April 13th at 7.30pm)

The meeting was declared closed at 21:39hrs.

The minutes were signed as accurate at the NPAC meeting held on 13.04.17.