**Neighbourhood Plan Working Party Meeting**

Held virtually via Zoom onThursday 28 July 2022 at 7pm

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| Attendees | **Cllrs: Maggie Fenton (MF), Charles Mackonochie, Hugh Patterson (HP), Trevor Sawyer (TS),****Dave Parrish (DP), Peter Derbyshire (PD), Hilary Andrews (HA)****Alison Eardley (AE)**  |
| Chair |  | **Hugh Patterson (HP)** |
| Minutes | **Louise Goldsmith (Clerk)** |

**Minutes:**

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|  | **Agenda Item** | **Action by** |
| 1 | **Apologies for absence**: Robert Assirati (RA), Lynn Assirati (LA) |  |
| 2 | **Approval of Minutes:** The minutes of meeting held on the 24 May 2022 were approved and signed as a true and accurate record. | HP |
| 3 | **Matters Arising:** None to consider. |  |
| 4. | **Local Plan Examination - to receive an update**HP explained that the hearings on the Local Plan finished on 15 July 2022. The Inspector is now expected to carry out a number of visits including to Capel. An indicative letter is expected within 4-6 weeks which will summarise his findings on the soundness of the plan and any recommendations for major modifications.  |  |
| 5. | **Vision Design Workshop**To receive feedback from the workshop held on the 30 May 2022It was noted that the workshop had been well attended. Information obtained has been used to develop the Design Codes and will be fed into the Neighbourhood Plan. |  |
| 6. | **To receive an update on the development of Design Codes**AE has sent a copy of the draft Design Codes to Hannah Young at TWBC. AE has also collated the comments from the group on the draft Design Code report which have been sent to AECOM so that they can amend the report. AE will request a copy of the amended draft report. | AE |
| 7. | **Draft Neighbourhood Plan –** The group met face to face on the 20 June 2022 and went through each section of the draft Neighbourhood Plan. Sections of the plan were assigned to members of the working group to update. HP and MF have since revised their sections of the draft Neighbourhood Plan and made copies available in drop box. AE agreed to collate the comments and produce a further version of the draft Neighbourhood Plan. It was also agreed that AE will circulate some key questions for each policy for members of the working group to answer when amending their section. It was agreed for everyone to aim to complete their sections by the end of the August. A copy of the Neighbourhood Plan will then be submitted to TWBC by mid-September by which time an indicative decision should have been received from the Inspector. AE advised that Hannah Young at TWBC has asked if the working group would like a meeting with any of the prospective designers to discuss the emerging Design Codes. It was agreed that the group will be willing to hold a meeting with the key developers, Dandara and Crest Nicholson, after the Inspector has made an indicative decision. It was also suggested and agreed that the Clerk writes to the key landowners to advise them of the emerging Neighbourhood Plan and that this action is noted and minuted at the next Full Council meeting. | All/AE |
| 8. | **Next Steps:*** w/c 1 August 2022 - AE to circulate a collated version of the draft Neighbourhood Plan and key questions for each policy.
* End of August – members of the working group to have completed the amendments to their allocated section of the draft Neighbourhood Plan.
* Early September – Consult on Design Codes
* Mid- September – Submit Neighbourhood Plan to TWBC following an indicative decision from the Inspector.
 | AEAll |
| 9. | **AOB:**  None |  |
| 10. | **Next Meeting**: Tuesday 13 September 2022 at 6.30pm (virtual) |  |

Minutes Approved ………………………….. Name (Print)

 ………………………….. Signature

 ………………………….. Position

 ………………………….. Date