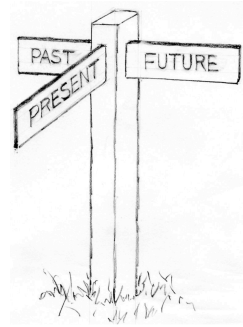


## Minutes of the Steering Group Meeting

Date: Thursday 14<sup>th</sup> June 2018  
Time: 19:00 - 21:00  
Location: Room 89, Spixworth Village Hall  
Steering Group Members present:



Vince Barrell (VB)	Paula Harkin-Perry (PHP)	Peter Holdroyd (PH)
Ron Ing (RI)	Paul Rowe (PR)	Sally McColl (SM)

Supported by Shaun Vincent (SV) from ABZAG Ltd and with no members of the public present.

### Action By:

#### **2 Apologies for absence**

Apologies were received from Mike Church (MC), Lawrence Hill (LH), Sue Holland (SH), Hilary Ing (HI), and Laura Knight (LK).

#### **3 Declarations of interest**

No interests were declared.

#### **4 Minutes of Meeting 9<sup>th</sup> May 2018**

Approved and signed as a true record.

#### **5 Matters Arising**

##### **Social Media:**

Peter Holdroyd (PH) confirmed Facebook page was available and the Group asked PH to make it live as an open group.

**PH**

Expanding further (Twitter, etc..) and linking into other Facebook groups to be discussed with Sue Holland (SH), Shelley Rudling (SR) and the Parish Council Clerk.

**SH/SR**

##### **Front Cover Design:**

Paula Harkin-Perry (PHP) has contacted the schools although not heard back from them as yet. Will chase up and remind.

**PHP**

**Glossary and Planning Framework:** Glossary was circulated.

**Community Engagement:** Suggestions were made to build community engagement and reach more people, these included

- Leaflet: to support door knocking and for use at fetes. Paul

Rowe (PR) with Lawrence Hill (LH) has drafted a leaflet using the image of Lord Kitchener as the main visual. A few suggestions were made to reduce the number of words. PR to update.

**PR**

- Group and society visits
  - WI – HI
  - Schools – PHP
  - Others - PH

RI asked about a script to guide consistency. PH to outline what are key elements that it is felt residents want to know and SV to help draft words.

**PH / SV**

SR has been asked to provide a list of Groups using the Village Hall to enable the Steering Group to talk to them.

**SR**

- Church Fete 16<sup>th</sup> June - PH, SH and RI (SM offered to attend if needed).
- Poster blocks: SV reported that the blocks are hire in at a cost of £75 per 4 weeks.

### **6 Policy Writing Workshop: Part 1**

SV presented the Planning Framework and the different terms, documents including the National Planning Policy Framework (NPPF) and the Development Framework - made up of the Core Strategy (until replaced with the new Local Plan), Development Management DPD and Site Allocations DPD.

The Spixworth Neighbourhood Plan, once 'made', will become part of the Development Framework.

The second part of the presentation outlined the importance of the Basic Conditions that examiners use to test neighbourhood plans, the aspects of drafting policies, scope, style, language and structure – with some do's and don'ts.

The Policy Writing Template was introduced with an example of how a policy could be developed to resolve an issue. In policy writing it is easier to identify - what the issue is - and then - list out what the result would look like or what you wouldn't want to happen.

**HOMEWORK:** To complete the Policy Writing Template for an issue that each member of the Steering Group feels is important to them that they would like to see resolved through the Spixworth Neighbourhood Plan.

**ALL**

Alternatively, use an issue raised in the Emerging Policy Statements Discussion Document issued in April 2018.

SV to distribute the Policy Writing Template and a soft copy of the slides.

**SV**

The Writing Planning Policies booklet by Locality had previously been distributed to the Group would be a useful reference document.

### **8 Next Meeting: Policy Writing Workshop**

19:00 on Thursday 26<sup>th</sup> July 2018 in Room 89, Spixworth Village Hall.

### **9 Any Other Business**

There being no further business, the meeting closed at 21:15.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

