

Stanwick Neighbourhood Plan Steering Group

**Minutes to the meeting held 2nd February 2016**

Present        Nick Peck  
                  Sue Kitchener  
                  Bob Bister  
                  Sue Bister  
                  Dave Munday  
                  Jenny Hodgson  
                  Graham Roberts

Note: all actions will be detailed at the end of these minutes.

1. Apologies for absence

Apologies were received from Amanda Michel and Sylvia Glanville-Hughes

2. Review of transport report

A couple of amendments were suggested to the wording. It was also suggested that photos of the parking issues could be included providing the number plates are obscured.

3. Need for plan objectives

It was agreed that JH should draw up the plan objectives and circulate out of the meeting.

4. Review of the draft NP document and the policies section

It was noted that the initial draft Neighbourhood Plan document had been circulated with the agenda

Amendments were made to the Heritage section.

There was a discussion on how the responses to the Regulation 14 consultation could be collected.

It was suggested that a copy of the Neighbourhood Plan could be delivered to every house as part of the Reg 14 consultation.

It was noted that feedback had been received suggesting that more advertising would be required for the public consultation.

5. Screening documents

The SEA screening form has been completed and the HRA screening form is outstanding.

6. Date of next meeting

The next meeting will be on 23<sup>rd</sup> February 2016 at 7.15pm.

**Action Plan arising from meeting held 2<sup>nd</sup> February 2016**

Action	Who	By when
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Prepare draft Neighbourhood Plan document	NP/JH	
Prepare objectives & policy section of Neighbourhood Plan	JH	
Prepare consultation feedback form	DM	
Circulate evidence list; consider if anything further should be added	JH/All	