

Lyonshall Neighbourhood Development Plan
Steering group meeting 1st December 2016, Wildwood, 7.00pm.
Present: Cllr Avery (Chair), R Addis, J Burgoyne, N Rowlatt & Clerk R Bissell.

1. Apologies.

Apologies were received from Mrs J Howard.

2. Declarations of interest.

Declarations of interest were discussed and were accepted from Mr Burgoyne.
Members of the group will complete declaration forms for compliance and publication.

3. Minutes of meeting 7th November 2016.

The minutes of the meeting on 7th November were previously circulated and were approved unanimously and signed.

4. Overview process and action plan.

The Clerk provided a pack of information to all members and the Chair gave an overview of the what the NDP is, the process and procedures, planning, why the NDP is being done and what the group are looking to achieve in response to the parish consultations. The group will prepare and distribute a housing survey, a vision, objectives and policies in a short draft plan, ready for further consultation before seeking consultant advice and preparing the plan for regulation 14 consultations.

5. Housing survey.

The group discussed the objective of the housing survey to identify the need for housing in the parish from the current residents. This information can give an indication of future need to 2031. The survey will also provide an evidence base providing detail for the NDP.
The group discussed the format and possible questions to include in the survey and agreed it would be postal distribution. A first draft of questions for discussion at the next meeting will be prepared by the Clerk and Chair.

6. Correspondence.

There was no correspondence.

7. A.O.B.

In preparation for progression of the NDP, a list of consultants was provided and the group agreed to interview three over the coming weeks to decide and approach to provide support for the draft plan for regulation 14.

8. To Agree date for next Steering group meeting.

The next Lyonshall Neighbourhood Plan steering group meeting will be on **Tuesday 13th December at 7.00pm at Wildwood.**

Meeting closed 8.45pm.

Signed.....

Date.....