

## Notes from the Denmead Neighbourhood Plan Review – Steering Group meeting with Stuart Todd:

Held on Zoom, 10am, 01-04-22

1. Welcome and introductions – the Steering group now has 13 members.  
3 members of the public from the SG were in attendance, plus the Councillors and Jill Lee from WCC.
2. Notes of last meeting – with Stuart Todd were circulated by Paula Langford-Smith previously to this meeting.
  - Notes from the last SG meeting were taken by Mark Strachan and as he is away at the moment, the notes have not yet been circulated. **Action MS**
  - TOR for the SG were circulated by PLS and will be approved at the next Full Council meeting on 6<sup>th</sup> April.
  - Jill Lee – to circulate to the SG the SHEELA template for the call for sites process. **Action JL**
  - Stuart Todd's action for the draft Consultation and Engagement plan has been done.
  - Kevin asked Stuart and Jill Lee if they wish to attend future SG meetings. They both confirmed that they can be contacted in advance and invited to future SG meetings, and will attend if possible/if required/it is necessary.
  - Stuart advised that the SG should set meeting dates 4/5 months in advance.
  - Stuart reminded the SG of Declarations of interest to be included in TOR and that the Neighbourhood Plan process should be transparent and open.
3. Parish Council updates (including but not limited to)
  - a. Working Group / Steering Group (inc. Terms of Ref) – Kevin Andreoli was nominated as Chair of the SG. The Steering Group has been established and includes 4 members of the public with room for more.
  - b. Community survey / questionnaire – this should take priority for the SG now. A draft needs to be drawn up. Any feedback from the survey will help to form any gaps in evidence and potentially form sub groups in the Steering Group. Kevin asked for the members of the SG to individually go through the Neighbourhood Plan and comment on amendments needed before the next meeting. **Action SG**
  - c. AECOM contact (HNA and Site Assessments) – dates have been set up for inception meetings with AECOM for HNA and Site Assessments. Dates to be circulated by Shelley. **Action SH**
  - d. Other – Paula updated the group on the meeting with Jill Lee regarding the Housing numbers. She will circulate the notes from that meeting if not done already. **Action PLS**
4. Local Plan updates
  - Jill Lee confirmed that there are no significant updates to the Local Plan. WCC have met with most Parishes now to confirm numbers, they will now focus on meeting those Parishes who did not receive any allocations. Reg 18 of the draft Plan is scheduled for release for comment August/September 2022.

- Kevin asked Jill for a brief description of what will be updated or changed in the Local Plan. Jille commented that she will send Paula the Strategic issues and Policies consultation document for circulation.
  - Jill confirmed that WCC will be assessing all Planning proposals through an Environmental/sustainable development lens in the Local Plan.
  - Living Well – assessing walking access will be a priority to developments, with a view to reducing carbon footprint. Developments will be put where active travel is possible, access to public transport etc, rather than with a view to widening junctions and roads for development.
5. Consultation and Engagement Plan – Stuart circulated this previously. He explained that it is a working document and will need regular review. The Steering Group are to sign this off and put up on the website as a statement of intent. He can make any small amendments now for the SG. He advises that key stages in the process are on track, especially the Project plan. Kevin to collate any comments and amendments and send to stuart. **Action KA**
6. Next steps –
- Focus on the community survey
  - Feedback on the Consultation and Engagement Plan
  - Review of the existing NP – individuals to comment on and send to KA.
7. AOB –
- Paula has been working on a list of local organisations to invite to work with on the NP. She will with the SG for review. **Action PLS**
  - SG to let Stuart know if he is required for meetings going forward/any questions and support needed.
  - Jill Lee advised to review sites that have not come forward since the last NP and decide if still required/can be taken out.
  - Shelley – advised of the AECOM meeting dates and that she hadn't had responses to the second date. She was told to circulate meeting dates to the whole SG going forward.  
**Action SH**
8. DONM – TBC **Action KA**