

# **Minutes of the Neighbourhood Development Plan Steering Group held on Wednesday 13<sup>th</sup> January 2016, 7.00pm at West Lane Baptist Church, Haworth**

**Present:** Councillor John Huxley (Chair), Councillors Tito Arana, Trudy Mahon, Gary Swallow and Andy Longden, Ian Bleasdale and John Suckling.

Robert Bryan - Consultant

Margaret Smith – Acting Clerk

**1. Apologies:** Councillor Peter Hill, Councillor Angel Kershaw and Connor Hughes

**2. To note the Minutes of the meeting of Wednesday 16<sup>th</sup> December 2015**

Proposed by Councillor Arana,

Seconded by Councillor Swallow and

**Resolved:** That the Minutes of the meeting held on 16<sup>th</sup> December 2015 were approved.

**3. Matters arising from the minutes not covered by the agenda.**

No matters brought forward.

**4. Financial Report**

The Financial report was circulated.

As the Grant has to be spent by 31<sup>st</sup> March 2016 Bob was asked to send a three month projection invoice for his work.

The grant could also be used for Lisa and Mags' time in collating details.

At some point we may have to employ an Environment Specialist.

Proposed by Councillor Mahon,

Seconded by John Suckling, and

**Resolved:** That the Finance Report be accepted and approved.

**5. Introducing Robert Bryan, Planning of Sheffield.**

The Chair introduced Robert Bryan (Bob) to the group and updated him as to where we were in the process.

**6. Consultation Report**

Final responses from businesses were awaited to finish inputting onto Survey Monkey. Cut off for these is 31<sup>st</sup> January.

Mags to check if feedback has been received from Cullingworth, Denholme Parish Councils and Pendle Borough Council.

Open spaces needed to be identified, John H will contact Emma Higgins at Planning to find out if Version 3 of the SHLAA is available.

Send to Bob: Login details for Survey Monkey, BMDC's response to PID

**7. Construction of Consultation Statement**

Once all data is collated, John Huxley and Angel Kershaw will formulate the Consultation Statement.

This should include: Who was consulted; How they responded; What is in the Plan and why; conclusions; open spaces; housing allocations; feedback from other Councils.

The PID is the base, need to analyse responses and identify main concerns.

The Plan should include: description of the Parish, visions, the consultation process and policies (headings as in PID?) and justification for the policy.

**8. Allocation of next targets**

Tito to lead project through February.

Bob will send examples of Plans

Group to identify open spaces and compare with BMDC, the maps to be brought to next meeting.

John will look at the Core Strategy on Friday.

Work needs to be done on the Environment impact and proof that we have assessed the impact. Bob will advise.

The Plan should conform to BMDC's policy, National Policy and European Policy.

John Suckling is available Wed or Fridays at the Contact Point to help with collation if required.

**9. Next meeting**

The next meeting will be **Tuesday 2<sup>nd</sup> February** 2016 7pm Venue to be confirmed.

There being no other business the meeting closed at 8pm