**NOTES OF 31st MEETING OF THE TETSWORTH NEIGHBOURHOOD PLAN STEERING GROUP**

**HELD AT 7.00PM ON MONDAY 16h JULY 2018**

**IN TETSWORTH MEMORIAL HALL**

**Present:** John Gilbert JG

 Caroline Cann CC

 Gill Copsey GC

 Karen Harris KH

 Rajen Nathwani RN

**Apologies:** Sarah Appleby SA

 Gemma May Brown GMB

 Aidan Lynch AL

 Gaynor Sellors GS

 Max Sellors MS

1.  **Meeting Attendance.** Only 5 members of the SG were able to attend this meeting so, in accordance with the group’s Terms of Reference, it was not quorate requiring at least 6 members to be present. Accordingly, no decisions could be taken, although specified actions could be accepted by individual members.

2. **Notes of 9th May and 4th June 2018 Meetings.** Notes of these meetings could not be considered for approval as the meeting was not quorate. However, further draft notes from the 9 May meeting were made available by CC. JG agreed to review his own version of notes to that meeting in the light of the additional source. He would circulate a revised version to SG members prior to the next meeting.

Appointment of an SG member to take notes at each future SG meeting would become a standing SG Agenda item at the start of the meeting

**Action 160.** JG to revise 9 May meeting notes in the light of draft notes from CC.

**Action 161.** JG was to include appointment of SG members for secretarial duties at future SG meetings as a standing Agenda item.

3. **Declarations of Interest.** There were no new declarations of interest.

4. **Tetsworth NP Draft Document Review.** JG had distributed the output of Andrea Pellegram’s advice to SG members on 12 July. He had not yet received her invoice for the work but had advised her that approval of payment via Tetsworth Parish Council could be delayed until its next scheduled meeting on 10 Sept.

While the meeting took no decisions on the way ahead, SG members present discussed individual actions which could contribute to the evidence base supporting policies in the draft NP document.

AL had agreed by email to draft ‘so what’ conclusions to each section of the Tetsworth Parish Character Assessment. GC agreed to investigate 2011 census and SODC Local Plan data with a view to underpinning the SG’s intention to shift the size profile of new dwellings in Tetsworth with a bias towards houses of 3 bedrooms or fewer. KH agreed to discuss with Michelle Bulger, a noted Landscape Consultant with previous experience of Tetsworth planning issues, her possible engagement to substantiate Tetsworth’s countryside policies and protection of key views of and from the village.

**Action 162.** AL to draft conclusions to each section of the Tetsworth Parish Character Assessment.

**Action 163.** GC to investigate baseline and forecast housing size data in 2011 census and SODC emerging Local Plan.

**Action 164.** KH to contact Michelle Bulger with a view to her possible engagement for landscape policy advice.

**Tetsworth NP Project Funding.** CC noted that nearby villages had secured additional grant funding over and above that provided by SODC, suggesting that Tetsworth should follow their example and engage additional professional assistance. The meeting noted that GMB had investigated additional funding sources earlier in the project and agreed to revisit the issue at the next meeting.

**Action 165.** JG to include additional funding sources in Agenda for next SG meeting.

5. **Date of Next Meeting.** The date of the next meeting was provisionally set for 7.30pm on Monday 30 July in the Memorial Hall. This would only be confirmed or rescheduled after a canvass of SG members to assure a quorum would be present.

John Gilbert 17th July 2018

Chairman

Tetsworth NP SG