**NOTES OF 33rd MEETING OF THE TETSWORTH NEIGHBOURHOOD PLAN STEERING GROUP**

**HELD AT 7.30PM ON WEDNESDAY 1 AUGUST 2018**

**IN TETSWORTH MEMORIAL HALL**

**Present:** John Gilbert JG

 Gill Copsey GC

 Aidan Lynch AL

 Gemma May Brown GMB

 Gaynor Sellors GS

 Max Sellors MS

**Apologies:** Sarah Appleby SA

Caroline Cann CC

Karen Harris KH

 Rajan Nathwani RN

**1. Appointment of Meeting Secretary.** GMB accepted the role for the 1 Aug 2018 meeting.

**2. Declarations of Interest.** AL declared his business’s interest supporting plans for two new dwellings in the village.

**3. Notes of 9 May, 4 June and 16 July 2018 Meetings.** The Rev 1 version of the notes from the 9 May were discussed and approved. Notes from the 4 June and 16 July meetings were also accepted as true records. Actions from all of these meetings had either been completed or were in hand.

The SG recognised that there may be occasions when public access to internal discussion on sensitive issues could result in personal or commercial harm or prejudice. It was agreed that notes of such discussions would only be circulated to SG members for the record.

**4. Tetsworth NP Document.** Andrea Pellegram’s report of her review of V3 of the draft Tetsworth NP document had been circulated to SG members prior to the 16 July meeting. The general consensus was that she had identified some helpful areas for improvement and had reinforced Ricardo Rios’s advice on the importance of documenting evidence to support policies. The SG noted that the invoice for £1440.50 would be tabled for approval of payment at the PC meeting on 10 Sept.

One area of Andrea’s advice was that the approved Mount Hill Farm development site should be included as a site allocation. The SG remained sceptical of the benefits and concerned at its potential exploitation by future unwelcome development proposals. The team agreed that future housing growth beyond that already approved since the 2011 census should be achieved by small infill developments of no more than 6 dwellings.

The SG agreed that JG should continue to act as lead author in incorporating Andrea’s recommendations into the Tetsworth NP document.

GS suggested that the Little Milton NP which had gained a favourable external examiner’s report might offer useful pointers in structure and content to be incorporated into the Tetsworth document and evidence suite.

**Action 166.** JG to continue to be lead author incorporating revisions to draft Tetsworth NP document.

**Action 167.** JG to review Little Milton NP document suite for applicability to Tetsworth.

**5. Supporting Evidence Studies.** Andrea Pellegram’s report had indicated that more robust evidence would be needed on future housing need and preservation of the countryside surrounding the village.

On housing, the SG recognised that the SODC Local Plan, the SHMA, the 2011 census, the Community Insight 2018 report for Tetsworth, our NP Questionnaire findings and the recent appeal data on local housing growth since the 2011 census would all have a part to play. JG agreed to lead coordination of available sources of information to support a conclusion for a shift towards new dwellings of fewer bedrooms and more accessible cost.

The SG had already identified the need for more robust justification of key views of and from the village to protect the countryside from detrimental development. KH had made initial contact with Michelle Bulger with a view to her professional engagement to reinforce key views evidence.

**Action 168.** JG to coordinate evidence base for smaller new housing in the village.

**6. Additional Funding Sources**

The SG felt that faster and more robust progress through the NP development process would be achieved with professional support which would require additional funding over and above the £5,000 already granted by SODC.

 JG agreed to follow up CC’s earlier suggestion to discuss with Sydenham NP Steering Group the additional funding sources that they had approached.

**Action 169.** JG to discuss their funding experience with Sydenham NP SG.

**7. Out-of-Committee-Meeting Action Approval.** SG members were concerned that some actions identified between meetings had been initiated on the basis of ‘silent approval’ of circulated proposals. The meeting agreed that, in future, majority positive approval of at least a quorum of the SG membership would be necessary. To achieve this, members agreed that they needed to be more diligent to responding to out-of-committee-meeting proposals within a reasonable and stated timescale.

**Action 170.** AllSG members to respond to out-of-committee-meeting proposals within defined reasonable timescales.

**8. Date of Next Meeting.** Wednesday 5 September 2018 at 7.30pm in the Memorial Hall.

John Gilbert 8 Sept 2018

Chairman

Tetsworth NP Steering Group