

**NOTES OF 27th MEETING OF THE TETSWORTH NEIGHBOURHOOD PLAN STEERING GROUP**

**HELD AT 7.30PM ON MONDAY 19th FEBRUARY 2018**

**IN TETSWORTH MEMORIAL HALL**

**Present:** John Gilbert JG  
Caroline Cann CC  
Gill Copsey GC  
Karen Harris KH  
Aidan Lynch AL  
Gaynor Sellors GS  
Max Sellors MS

**Apologies:** Sarah Appleby SA  
Gemma May Brown GMB  
Rajen Nathwani RN

1. **Notes of 8<sup>th</sup> January 2018 Meeting.** The SG was content that the notes were an accurate record of business. Actions were reviewed via the rolling Action Chart. All were complete or noted for future action.
2. **Declarations of Interest.** There were no new declarations of interest.
3. **Draft Tetsworth NP Document Review.** Amendment of the draft had been put on hold until the outcomes of the Character Assessment and Site Assessment studies had clarified.
4. **Character Assessment Study.** AL had reviewed the Countryside Sector portion of the draft report and JG had incorporated the gist of his suggestions into V0.7 of the document. This formed the baseline for further review at the meeting. The SG was content that the draft was getting close to a final version, but believed that it would have more impact with an opening Executive Summary and a final Conclusion section. JG agreed to draft these new sections.

The clarity of the maps of the Countryside Sectors also need some improvement and AL agreed to take on this task.

**Action 145.** JG to draft Character Assessment Executive Summary and Conclusions

**Action 146.** AL to revise Countryside Sector maps to improve clarity.

5. **Site Assessment Study.** The draft Site Assessment report had been received from AECOM for review by the SG. The report had been discussed at a separate meeting and JG would forward SG feedback to AECOM by 23 February.

**Action 147.** JG to forward SG comments on draft Site Assessment report to AECOM.

6. **Shared Access to Tetsworth NP Data.** SG members noted a password change for access to the Tetsworth NP shared storage and email accounts.

7. **Date of Next Meeting.** The next meeting of the SG will be held on **Monday 26<sup>th</sup> March 2018** at 7.30pm in the Memorial Hall.