



28 October 2021

To Steering Group Members:

|                            |                  |
|----------------------------|------------------|
| Cllr Clare Cape            | Ross Henning     |
| Cllr Robert Giles          | Jack Konynenburg |
| Cllr Nick Murry (Chairman) | David Mott       |
| Cllr Mary Norton           | Steve Perry      |
| Cllr John Scragg           | Dunstan Westbury |
| Cllr Matthew Short         | Fiona Williams   |

Meeting of the Neighbourhood Plan Steering Group

Dear Steering Group Member,

You are invited to attend a meeting of the **Neighbourhood Plan Steering Group** which will be **held remotely** via Zoom on **2 November 2021** commencing at **6pm**, with a log in time of **5.45pm**.

The meeting can be accessed by the following link, or ID and password:  
<https://zoom.us/j/92952816847?pwd=V2JrdUhMam1xcmYxWnVFTEMzVStkZz09>

Meeting ID: 929 5281 6847  
Passcode: 039681

Yours faithfully,

Andy Conroy  
Head of Planning

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# Agenda

Neighbourhood Plan Steering Group Meeting - 2 November 2021, 6pm, Remote Meeting (via Zoom)

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| 1. | <b><u>APOLOGIES FOR ABSENCE</u></b>   |
| 2. | <b><u>DECLARATION OF INTEREST</u></b><br>All Members of the Steering Group are reminded to declare any pecuniary or non-pecuniary interests they may have, in accordance with the Town Council's latest approved Code of Conduct  |
| 3. | <b><u>MINUTES</u></b><br>To approve as a correct record and to sign the draft minutes of the meeting held on 5 October 2021 (copy attached)   |
| 4. | <b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>  |
| 5. | <b><u>REVISIONS TO DRAFT PLAN</u></b><br>To agree revisions to the Draft Neighbourhood Plan (Version 10) made by the Head of Planning.<br>Main changes to the Plan include: <ul style="list-style-type: none"><li>• Explanatory boxes added to explain BREEAM, Passivhaus, Standalone Renewable Energy, Green Infrastructure, Affordable Housing, Biodiversity Net Gain, Sustainable Development, Heritage Asset, Significance (for Heritage Policy), Community Infrastructure, Building for Life, Business Incubator Units and Circular Economy</li><li>• Insertion of OS Maps - Figs. 6.3, 8.2 and 8.4</li><li>• Changes to Acknowledgements section</li><li>• Further Buildings of Local Merit added to Policy TC5: Citadel, Providence Terrace, Old Laundry, Bagatelle Cottage, WW2 pillbox</li><li>• Appendices finalised and re-numbered</li></ul> Links to clean and track changes versions of the document below:<br><a href="#">Draft Plan v.10 (clean)</a><br><a href="#">Draft Plan v.10 (track changes)</a> |
| 6. | <b><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></b><br>To note and action the outstanding items which need to be resolved in order to progress the Neighbourhood Plan documents, as set out in the Outstanding Items for Neighbourhood Plan Documents Report (copy attached)   |
| 7. | <b><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></b><br>To note and action the outstanding items which need to be resolved in order to progress to Regulation 14 public consultation, as set out in the Outstanding Items for Regulation 14 Public Consultation Report (copy attached)  |

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| 9.  | <b><u>ITEMS FOR NEXT MEETING</u></b> <ul style="list-style-type: none"><li>• Revisions to draft version of Plan and/or Annexes</li><li>• Report back on Outstanding Items for Neighbourhood Plan documents</li><li>• Report back on Outstanding Items for Reg. 14 Consultation</li><li>• Agree Non-Technical Summary</li><li>• Agree front covers for documents</li></ul> |
| 10. | <b><u>DATE/TIME OF NEXT MEETING</u></b> <p>7 December 2021, 6pm, via Zoom</p>   |