

MINUTES of a meeting held at **10.00 am on Friday, 20th October 2017**

Venue: The Baptist Church, Village Street, Harvington

Present:

Chris Haynes	Chairman
Gill Smith	Local Facilities and Leisure Group
Chris Rushworth	Housing Group
Kathy Haynes	Admin and PR
Les Hancock	Transport
Clive Allen	Environment Group
Tim Swift	Parish Council
Maureen Hall	Secretary and Environment Group

1. Apologies: No apologies had been received.

2. The Minutes of the last meeting were approved.

3. Matters Arising:

- CH reported that a representative from Locality would be arriving at 11.45 am. CH would be accompanying him to look at the various sites suggested for development, and he would be giving us his advice.
- A new web server had been procured, and everything had been moved across. The draft plan would be available online for public comment during the Consultation period in the New Year, with a tracking system via email to provide traceability. CH confirmed that he was aware that amendments made by members of the Steering Group would affect the pagination of the document, and that he would be dealing with this issue.
- It was confirmed that future meetings of the Steering Group would be held in the Baptist Chapel and were open to the public.

4. Master Plan Document

- Discussions had been taking place between the Chairman and the Consultant as to who should keep control of the Master Document. It was felt by both of them that Control should remain with the Chairman, on behalf of the Steering Group, and this was confirmed by the members present.

5. Amending the Draft Plan

- We now have a Draft annotated by the Consultant. It was agreed that minor amendments could be done by the whole Steering Group, but that more complicated issues would be dealt with by the representatives of the Working Groups and submitted either via the website or direct to the Chairman for inclusion into the Plan.
- The Group then worked through the Draft, made minor amendments, and delegated further work according to the attached Action List.
- It was agreed that:
 - Restructuring of the document would be done after all the amendments had been made,

- The only paper copies to be produced would be for the Parish Council members. Otherwise everything will be publicly available on line.
- New maps would go in showing:
 - The soil quality of the agricultural land around the village. A map had been produced, and this was checked and agreed by the Group.
 - The settlement boundary.
 - The footpaths.
 - Areas rich in wildlife and biodiversity of species.
 - Village facilities
- It was noted that the document will need to be restructured to include 'Aspirations' as well as 'Policies'. It was agreed that these would be included as a separate sub-heading within each section.
- It was agreed that the Environment Group representative would contact Worcestershire Wildlife Trust with a view to involving them for surveys, if possible.
- Mineral Policy. The Consultant had pointed out that we could not include this in the Neighbourhood Plan, as it was dealt with by County and the SWDP. However, we are able to have policies to mitigate the impact of civil engineering projects on the Parish.
- It was agreed that the Chairman should approach the Diocese to confirm that their consent to the future expansion of the School into the allotment area is still in place.

6. Any Other Business

Regarding the information leaflet to be distributed to the Parish, the Consultant had sent through information from Kineton Graphic Design. GS confirmed that will also contact a couple of other companies for comparison quotes. It was agreed that we would need around 750 leaflets, A3, double sided, folded into three in a 'Z' (concertina) format. The policies would be shown inside, with maps on the reverse.

6. Date and Time of next meeting: 10.00 am on Friday, 27th October 2017, at The Baptist Chapel, Village Street.

Sean ???? from Locality arrived, and the meeting closed at 11.40 am.